

Uniwersytet Wrocławski

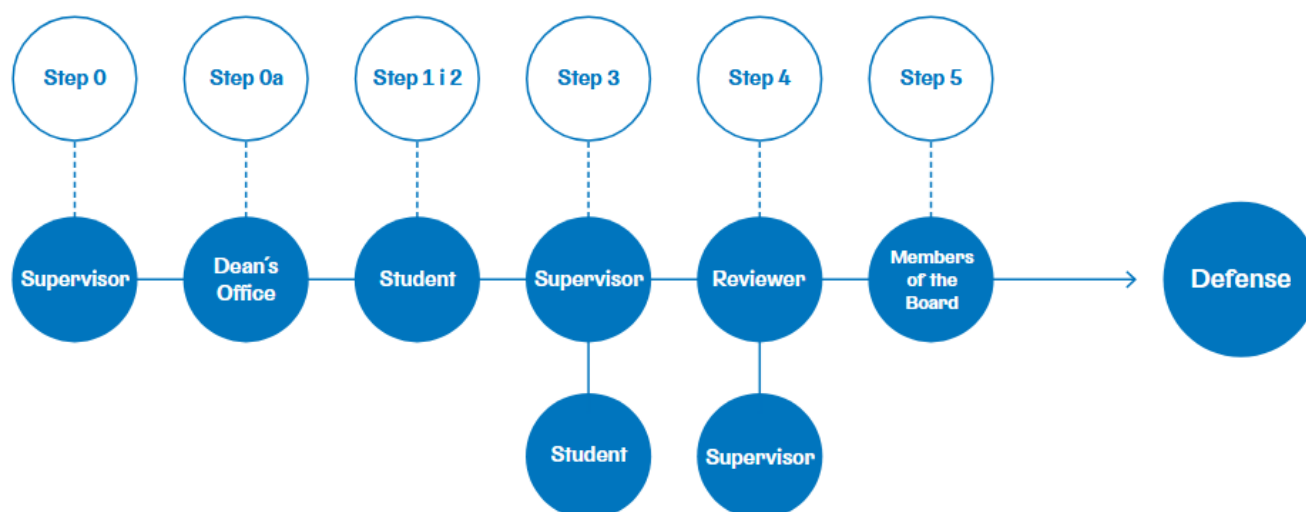
UW



Uniwersytet
Wrocławski

PL

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



Step	Who	Task
0	Supervisor	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: - thesis title in the original language with the student's full name and their index number; - the members of the examination board: - supervisor's full name and academic title or degree; - reviewer's full name and academic title or degree; - Board chairperson's full name and academic title or degree; - planned date of the diploma examination.

0a	Dean's Office	According to the information concerning planned defenses as described in Step 0, enter the following data into the USOS system: 1) thesis title in the original language with the student's full name and their index number; 2) the members of the examination board: • Supervisor's full name and academic title or degree; • Reviewer's full name and academic title or degree; • Board chairperson's full name and academic title or degree; 3) planned date of the diploma examination; 4) 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".
1.	Student	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 1000 characters; 3) a concise summary of the thesis in Polish if the thesis has been written in Polish and 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 if the thesis has been written in Polish and keywords in Polish and in the original language if the thesis has been written in a language other than 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 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)). 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.
4.	Supervisor Reviewer	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.
5.	Members of the Board	Fill in and approve the diploma examination protocol

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

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

<https://apd.uwr.edu.pl>

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

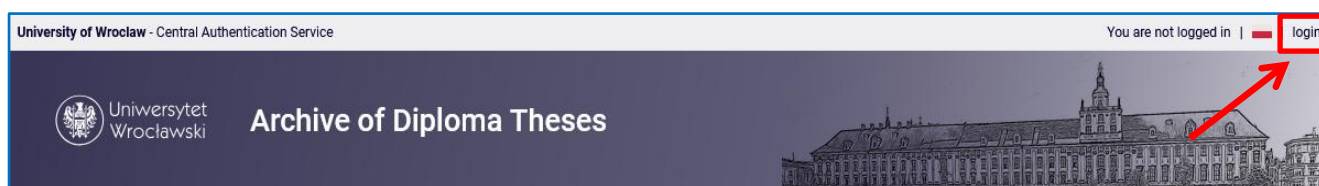


Figure 1

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

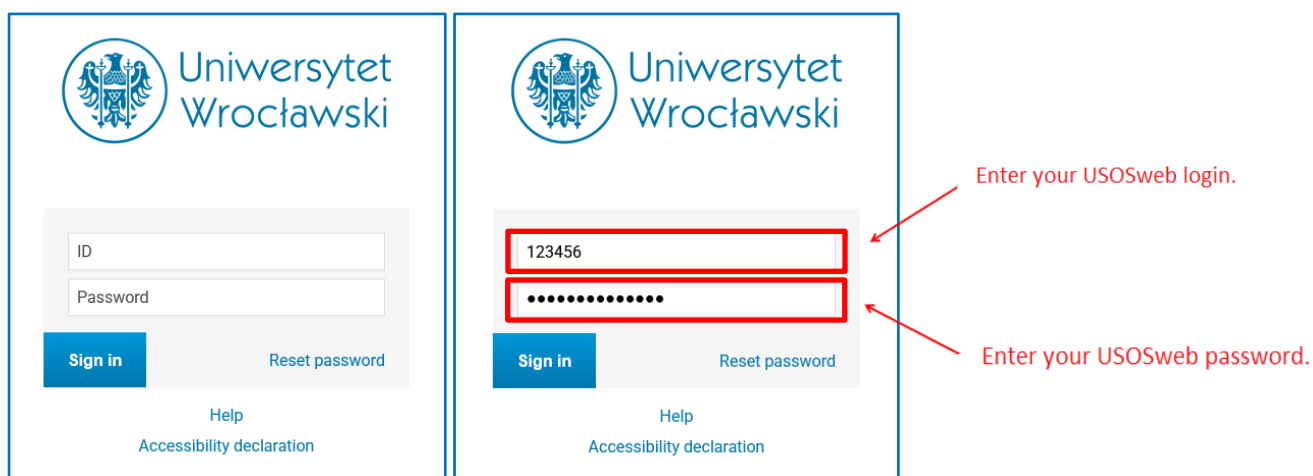


Figure 2

2. My theses and tasks

After logging in to the APD, “My theses and tasks” page will appear. It can be found under “MY APD” 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):

My theses and tasks

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

[My home page in the catalogue](#)

Diploma theses

Author

Mateusz

Testowa praca magisterska

[Show all](#)

My tasks

Complete information about thesis

Testowa praca magisterska

[Show all](#)

Exams

examinee

Mateusz - Magisterium na WNB (25-MGR)
May 28, 2025, 9 a.m.

Mateusz Licencjat na WNB (25-LIC)
Sept. 1, 2023, midnight

[Show all](#)

Figure 3

3. Provide information about thesis

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

Testowa 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 Reviewers Reviews Defence Changes history

Save thesis information

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

Title: Testowa praca magisterska

Author: Mateusz
Magisterium na WNB for study program BI-K-S2
Date of diploma exam: 28 May 2025

Dissertation advisor: prof. dr hab. W

Organizational unit: Faculty of Biological Sciences

Date of approval of the subject: Feb. 17, 2025

Abstract:

Limit 4000, entered 0 characters

Keywords:

Limit 1000, entered 0 characters

Reviewers: prof. dr hab. W
dr Ki

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 5).

Testowa 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 Reviewers Reviews Defence Changes history

Save thesis information

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

Title: Testowa praca magisterska

Author: Mateusz
Magisterium na WNB for study program BI-K-S2
Date of diploma exam: 28 May 2025

Dissertation advisor: prof. dr hab. W

Organizational unit: Faculty of Biological Sciences

Date of approval of the subject: Feb. 17, 2025

Abstract:
Limit 4000, entered 0 characters

Keywords:
Limit 1000, entered 0 characters

Reviewers: prof. dr hab. W
dr Ki

Status: Author of the thesis should type data

Archiving status: To be archived

Save thesis information

Figure 5

Depending on the language complete appropriate fields:

- thesis title in Polish if the thesis has been written in another language,
- a concise summary of the thesis in Polish if the thesis has been written in Polish and 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,
- keywords in Polish if the thesis has been written in Polish and keywords in Polish and in the original language if the thesis has been written in a language other than 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 6:

The screenshot shows the 'Thesis information' form with the following details:

- Language of the thesis:** English [EN]
- Title:** Testowa praca magisterska (Limit 1000, entered 56 characters)
- Author:** Mateusz (Magisterium na WNB for study program BI-K-S2, Date of diploma exam: 28 May 2025)
- Dissertation advisor:** prof. dr hab. W
- Organizational unit:** Faculty of Biological Sciences
- Date of approval of the subject:** Feb. 17, 2025
- Abstract:** English (Limit 4000, entered 66 characters) and Polish (Limit 4000, entered 63 characters)
- Keywords:** English (Limit 1000, entered 68 characters) and Polish (Limit 1000, entered 65 characters)
- Reviewers:** prof. dr hab. W, dr K
- Status:** Author of the thesis should type data
- Archiving status:** To be archived

A red box highlights the 'Save thesis information' button at the top right, and a red arrow points to it from the bottom right.

Figure 6

After you click **Save thesis information** a message asking you to confirm the selected operation will be generated. To confirm the operation, click **OK** (Figure 7):

The confirmation dialog box contains the following text:

Are you sure you want to save changes?
If you change the language selection, and some fields are hidden, record will lose its original content when saved.

Buttons: **OK** (highlighted with a red box) and **Anuluj** (Annull).

Figure 7

Before adding an attachment with the thesis content, you must approve the copyright statement by clicking the **Approve** button (Figure 8):

Testowa 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 Reviewers Reviews Defence Changes history

Save thesis information

Language of the thesis: English [EN]

Title: Testowa praca magisterska
Limit 1000, entered 0 characters

Author: Mateusz
Magisterium na WNB for study program BI-K-S2
Date of diploma exam: 28 May 2025

Dissertation advisor: prof. dr hab. W

Organizational unit: Faculty of Biological Sciences

Date of approval of the subject: Feb. 17, 2025

Abstract: W tym polu wpisz streszczenie pracy dyplomowej w języku angielskim
Limit 4000, entered 66 characters
W tym polu wpisz streszczenie pracy dyplomowej w języku polskim
Limit 4000, entered 63 characters

Keywords: W tym polu wpisz słowa kluczowe pracy dyplomowej w języku angielskim
Limit 1000, entered 68 characters
W tym polu wpisz słowa kluczowe pracy dyplomowej w języku polskim
Limit 1000, entered 65 characters

Reviewers: prof. dr hab. W
dr K

Status: Author of the thesis should type data

Archiving status: To be archived

Save thesis information

COPYRIGHT STATEMENT

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.

Approve

Author statement: Mateusz NOT APPROVED

Figure 8

To confirm the operation, click **OK** (Figure 9):

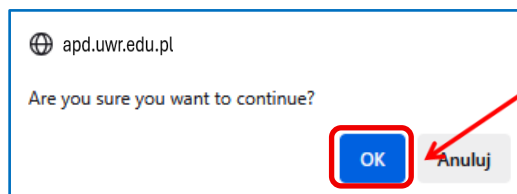


Figure 9

This is what the approved statement looks like (Figure 10 and Figure 11):

A screenshot of the "Testowa praca magisterska" (Master thesis) registration form. The form is titled "Testowa praca magisterska" and "Master thesis". It shows a progress bar with steps 1 through 5, where step 1 is active. A green checkmark icon indicates "The statement has been approved". The form includes tabs for "Thesis information", "Files", "Anti-plagiarism", "Reviewers", "Reviews", "Defence", and "Changes history". The "Thesis information" tab is selected, showing fields for "Language of the thesis" (English [EN]), "Title" (Testowa praca magisterska), "Author" (Mateusz), "Dissertation advisor" (prof. dr hab. W.), "Organizational unit" (Faculty of Biological Sciences), "Date of approval of the subject" (Feb. 17, 2025), "Abstract" (with Polish and English versions), "Keywords" (with Polish and English versions), "Reviewers" (prof. dr hab. W. dr K.), "Status" (Author of the thesis should type data), and "Archiving status" (To be archived). A red square highlights the "show" button at the bottom right of the form.

Figure 10

A screenshot of the "Statement" window titled "Statement". It contains a "COPYRIGHT STATEMENT" section with the following text: "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."

Figure 11

4. 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 12):

Testowa praca magisterska
Master thesis

Status

1 Thesis author Entering thesis data 2 3 4 5

Go to file upload

The statement has been approved

Thesis information Files Anti-plagiarism Reviewers Reviews Reference Changes history

Save thesis information

Language of the thesis: English [EN]

Title: Testowa praca magisterska
Limit 1000, entered 0 characters

Author: Mateusz
Magisterium na WNB for study program BI-K-S2
Date of diploma exam: 28 May 2025

Dissertation advisor: prof. dr hab. W

Organizational unit: Faculty of Biological Sciences

Date of approval of the subject: Feb. 17, 2025

Abstract: W tym polu wpisz streszczenie pracy dyplomowej w języku angielskim
Limit 4000, entered 66 characters
W tym polu wpisz streszczenie pracy dyplomowej w języku polskim
Limit 4000, entered 63 characters

Keywords: W tym polu wpisz słowa kluczowe pracy dyplomowej w języku angielskim
Limit 1000, entered 68 characters
W tym polu wpisz słowa kluczowe pracy dyplomowej w języku polskim
Limit 1000, entered 65 characters

Reviewers: prof. dr hab. W
dr K

Status: Author of the thesis should type data

Archiving status: To be archived

Save thesis information

Author statement: Mateusz APPROVED 2025-05-14 10:10 show

Figure 12

The following message will appear (Figure 13):

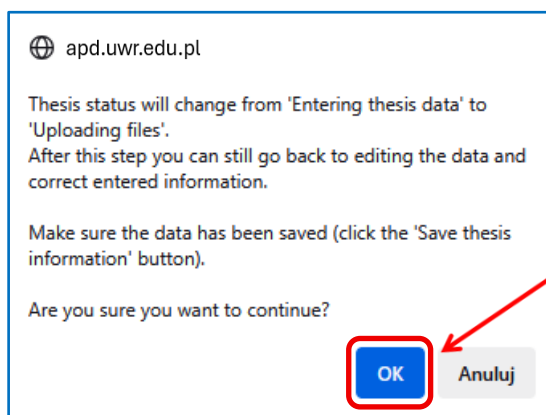


Figure 13

Click **OK**.

Status of the dissertation has been changed (Figure 14):

Testowa praca magisterska
Master thesis

Status

1 2 Thesis author Adding files 3 4 5

[Return to editing data](#) ⓘ [Forward to the approval of the supervisor](#) ⓘ

✓ Thesis status has changed

Thesis information Files Anti-plagiarism Reviewers Reviews Defence Changes history

Language of the thesis:	English [EN]
Title:	Testowa praca magisterska (not given)
Author:	Mateusz Magisterium na WNB for study program BI-K-S2 Date of diploma exam: 28 May 2025
Dissertation advisor:	prof. dr hab. W ⓘ
Organizational unit:	Faculty of Biological Sciences
Date of approval of the subject:	Feb. 17, 2025
Abstract:	W tym polu wpisz streszczenie pracy dyplomowej w języku angielskim W tym polu wpisz streszczenie pracy dyplomowej w języku polskim
Keywords:	W tym polu wpisz słowa kluczowe pracy dyplomowej w języku angielskim W tym polu wpisz słowa kluczowe pracy dyplomowej w języku polskim
Reviewers:	prof. dr hab. W ⓘ dr K ⓘ
Status:	ⓘ Author of the thesis should upload files
Archiving status:	ⓘ To be archived

Author statement: Mateusz ⓘ **APPROVED** 2025-05-14 10:10 show

Figure 14

To add attachments click **Add files** (Figure 15):

Testowa praca magisterska
Master thesis

Status

1 2 3 4 5

Thesis author
Adding files

Return to editing data ⓘ Forward to the approval of the supervisor ⓘ

Thesis status has changed

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

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

Add files ->

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

Figure 15

To add a file with the thesis choose its type: **Thesis** and click **Przeglądaj...** and select a file saved on a disk in pdf format (Figure 16). A short description of the attachment may also be included.

Files attached to the thesis
Testowa praca magisterska

← back to thesis

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.

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

File: Przeglądaj...
The file name will be automatically changed to match a proper format.

Language: English [EN]

Description: Limit 300, entered 0 characters

Add to the set

Figure 16

Adding the attachment should be confirmed by clicking **Add to the set** (Figure 17):

The screenshot shows a web form titled "Files attached to the thesis" with the subtitle "Testowa praca magisterska". It includes a "back to thesis" button and an information box stating "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." Below this is a table with columns "No", "Set elements", and "Approved". The table contains one row with "1" in the "No" column, "no files in the set" in the "Set elements" column, and "NO" in the "Approved" column. The form has three tabs: "Add file", "Add URL", and "Add a description of the physical location of the thesis". The "Add file" tab is active, showing fields for "Kind" (set to "Thesis"), "File" (with a file name "Przeładaj... Praca magisterska.pdf"), "Language" (set to "English [EN]"), and "Description" (with a character limit of 300). A red arrow points from the "File" field to a red box around the "Add to the set" button at the bottom right of the form.

Figure 17

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 18):

The screenshot shows the same web form as Figure 17, but now it displays a confirmation message: "File 'UWr-25-MGR-8...pdf' has been added to set 1". Below this is a table with columns "No", "Set elements", and "Approved". The table contains one row with "1" in the "No" column, "UWr-25-MGR-8...pdf | (no description given)" in the "Set elements" column, and "NO" in the "Approved" column. The "Set elements" column also includes a "Delete" button, which is highlighted with a red box and a red arrow. The form has three tabs: "Add file", "Add URL", and "Add a description of the physical location of the thesis". The "Add file" tab is active, showing fields for "Kind" (set to "Thesis"), "File" (with a file name "Przeładaj... Nie wybrano pliku."), "Language" (set to "English [EN]"), and "Description" (with a character limit of 300). A red arrow points from the "Delete" button to the "Add to the set" button at the bottom right of the form.

Figure 18

If, in addition to the diploma thesis, you want to add an attachment, use **Other**, then click **Przeglądaj...** and select a file from the disk (Figure 19 and Figure 20).

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
Testowa praca magisterska

← back to thesis

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.

File "UW-25-MGR-€ .pdf" has been added to set 1

No	Set elements	Approved
1	UW-25-MGR-€ .pdf (no description given) kind: Thesis size: 134.1 KB language: English [EN] submitted on 2025-05-14 10:15 by Mateusz Edit Delete Link for single use	NO

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

Kind: Other
Maximum file size: 200.0 MB
Legal extensions: zip, rar, gzip, 7z

File: Przeglądaj... Załączniki d. terskiej.zip
Author's personal numbers (PESEL) in the file name will be automatically replaced with their USOS identifiers.

Language: English [EN]

Description:
Limit 300, entered 0 characters

Add to the set

Figure 19

Files attached to the thesis
Testowa praca magisterska

← back to thesis

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.

File "Załączniki_do_pracy_magisterskiej.zip" has been added to set 1

No	Set elements	Approved
1	UW-25-MGR-€ .pdf (no description given) kind: Thesis size: 134.1 KB language: English [EN] submitted on 2025-05-14 10:15 by Mateusz Edit Delete Link for single use	NO
	Załączniki_do_pracy_magisterskiej.zip (no description given) kind: Other size: 109.8 KB language: English [EN] submitted on 2025-05-14 10:18 by Mateusz Edit Delete Link for single use	

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

File: Przeglądaj... Nie wybrano pliku.
The file name will be automatically changed to match a proper format.

Language: English [EN]

Description:
Limit 300, entered 0 characters

Add to the set

Figure 20

After you have added all the attachments, click **<- back to thesis** to return to the description page (Figure 21):

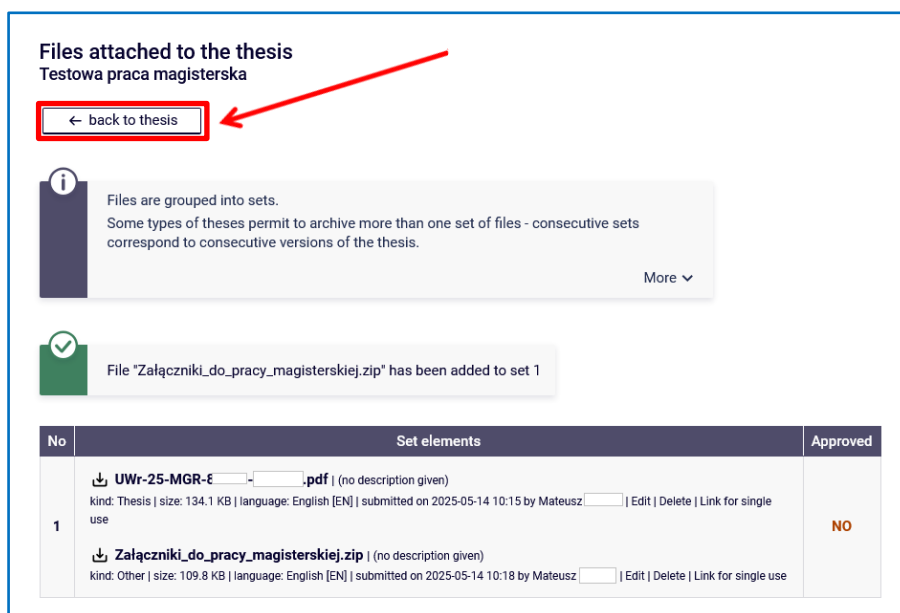


Figure 21

To return to the page for adding attachments, click **Edit files** (Figure 22). It is also possible to go back to editing information about thesis (title, abstract, keywords) by clicking **Return to editing data** (Figure 22):

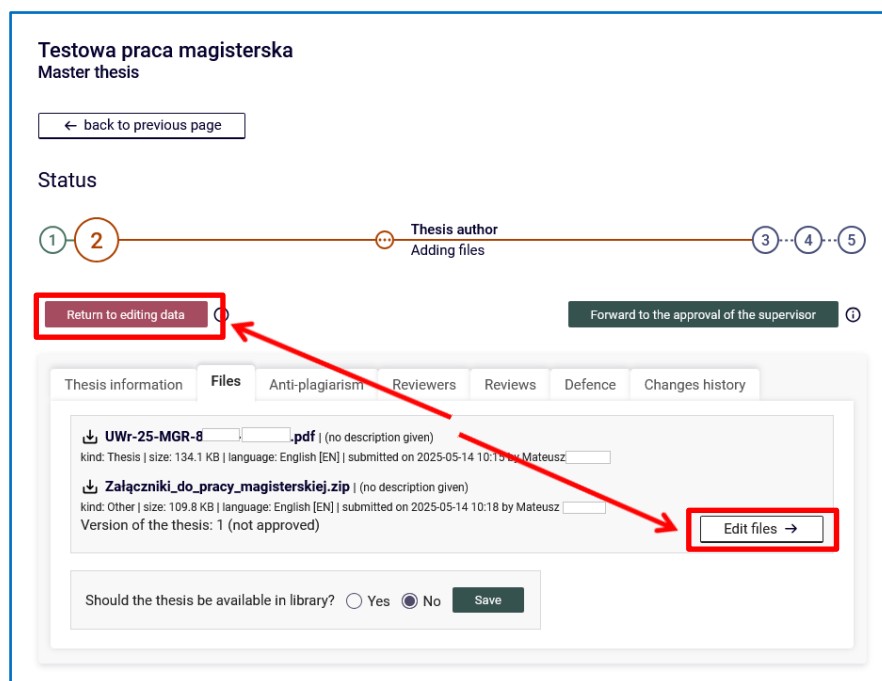


Figure 22

The author of the thesis determines whether the thesis is to be available in library. Select **Yes** or **No**, and then click **Save**. For example, the option **Yes** was selected (Figure 23):

Thesis information Files Anti-plagiarism Reviewers Reviews Defence Changes history

UWr-25-MGR-8.pdf (no description given)
kind: Thesis | size: 134.1 KB | language: English [EN] | submitted on 2025-05-14 10:15 by Mateusz

Załączniki_do_pracy_magisterskiej.zip (no description given)
kind: Other | size: 109.8 KB | language: English [EN] | submitted on 2025-05-14 10:18 by Mateusz
Version of the thesis: 1 (not approved)

Edit files →

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

Figure 23

After completing the information, uploading the thesis file, optionally adding additional attachments, and deciding whether the thesis can be made available in the library, the thesis should be submitted for Supervisor approval. To do so, click: **Forward to the approval of the supervisor** (Figure 24):

Testowa praca magisterska
Master thesis

Status

1 2 Thesis author Adding files 3 4 5

Return to editing data Forward to the approval of the supervisor

Data has been saved

Thesis information Files Anti-plagiarism Reviewers Reviews Defence Changes history

UWr-25-MGR-8.pdf (no description given)
kind: Thesis | size: 134.1 KB | language: English [EN] | submitted on 2025-05-14 10:15 by Mateusz

Załączniki_do_pracy_magisterskiej.zip (no description given)
kind: Other | size: 109.8 KB | language: English [EN] | submitted on 2025-05-14 10:18 by Mateusz
Version of the thesis: 1 (not approved)

Edit files →

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

Figure 24

This step cannot be cancelled, therefore it requires conformation (Figure 25):

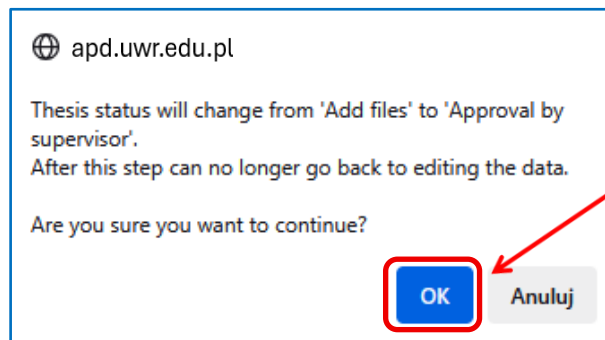


Figure 25

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

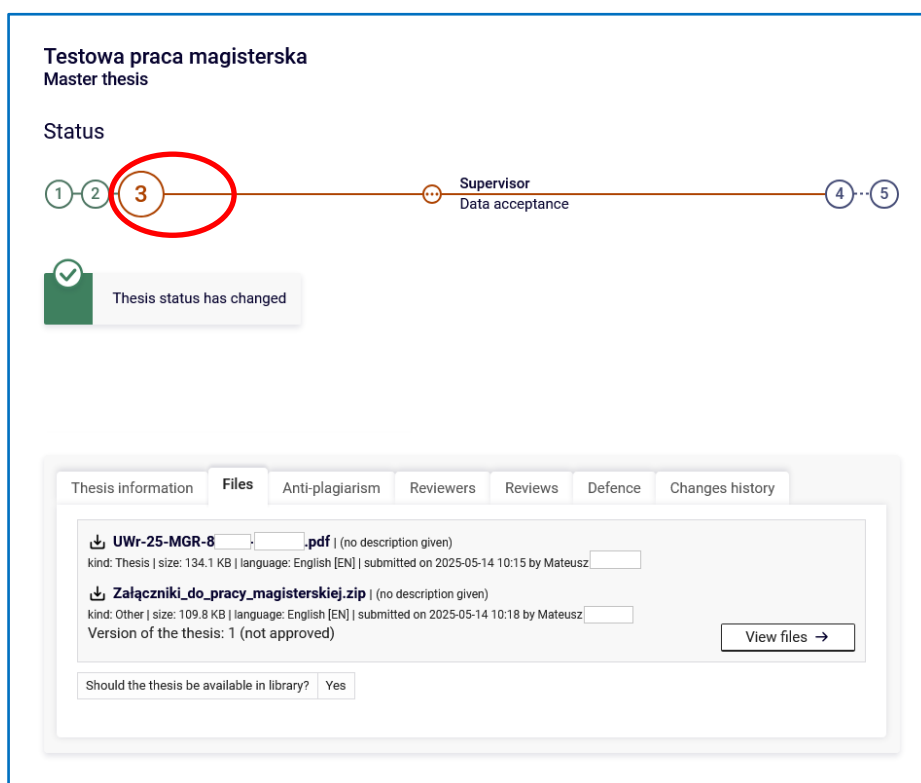


Figure 26

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

5. 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 (unless the dissertation file was forwarded by the Supervisor to be scanned by anti-plagiarism software) 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. Please note that the report is not immediately available. Most often, it is not available until some time after the submission of the check request (the average time to check a diploma thesis in the anti-plagiarism system is no more than seven days, and the maximum time is fourteen days).

The reports from the anti-plagiarism systems are made available to the student (Figure 27):

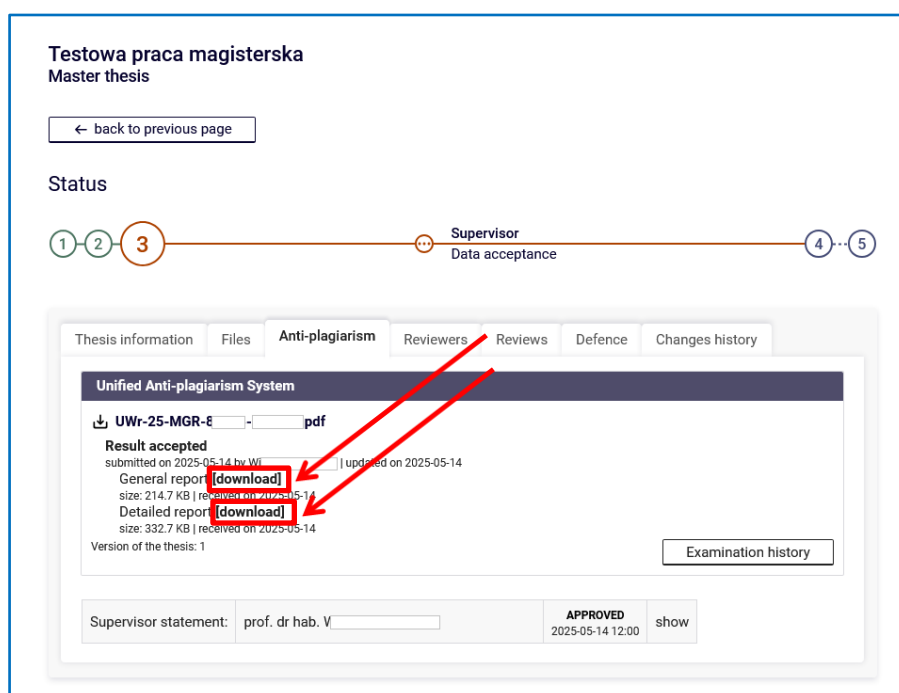


Figure 27

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.

6. 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 28):

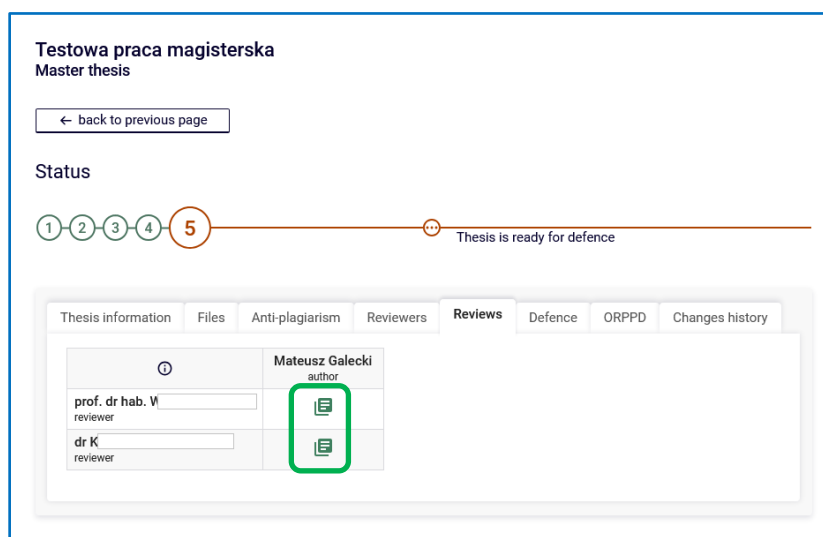


Figure 28

