Thesis evaluation and assessment using the Theses and Dissertations Archive (APD)

Instruction for students

The Theses and Dissertations Archive (APD) is the University Students Register (the USOS system) application that facilitates the process of submitting and preparing a thesis or dissertation for defence.

| Step	APD stage	Carried out by	Task
1		Dean's office	Enter data into the USOS system.
2	Stage 1	Student	Enter the details of the thesis: the abstract, keywords, information about the language the thesis was written in.
3	Stage 2	Student	Upload the electronic version of the thesis and its attachments.
4	Stage 3	Student	Download the Declaration of Authorship from the APD application and submit it to the dean's office.
5	Stage 3	Supervisor	Approve the provided information and the submitted thesis. In case the thesis has been returned for corrections and revisions – return to stage 1, step 2.
6	Stage 3	Supervisor	Run anti-plagiarism evaluation (positive result: thesis approved, negative result: return to stage 1, step 2).
	Stage 4		The sequence of steps in stage 4 is determined by each Faculty.
7	Stage 4	Student	Download and print the thesis from the APD application and submit it to the dean's office (optionally: to the supervisor or the reviewer, provided that it was required by the Faculty Board).
8	Stage 4	Supervisor	Provide review of the thesis.
9	Stage 4	Reviewer	Provide review of the thesis.
10	Stage 5		Work within the application has been completed – thesis ready for defence.
11		Dean's office	Verification of documents, thesis control numbers, data validation. Provide information required for the diploma exam.

Table of contents

Logging into the Theses and Dissertations Archive

The APD application can be accessed at the following address: https://apd.umcs.pl/
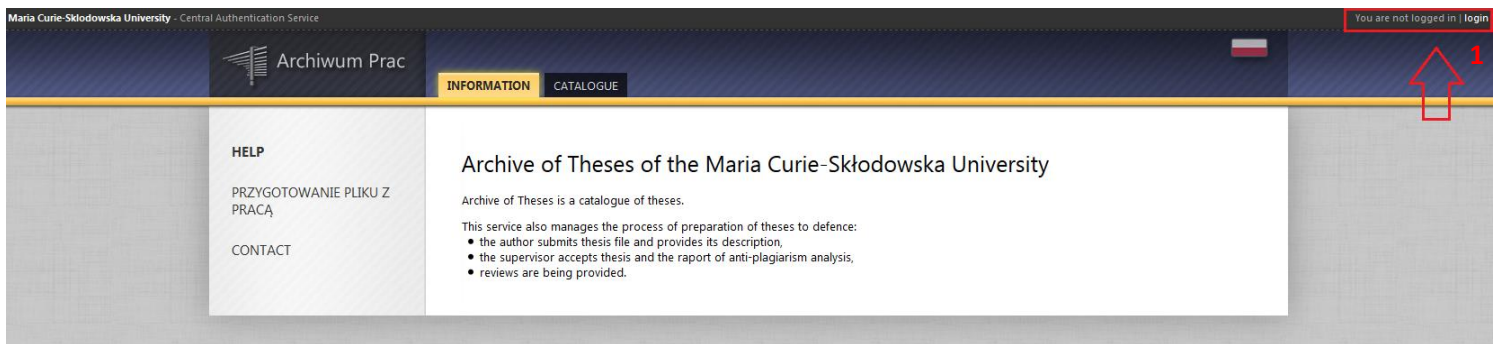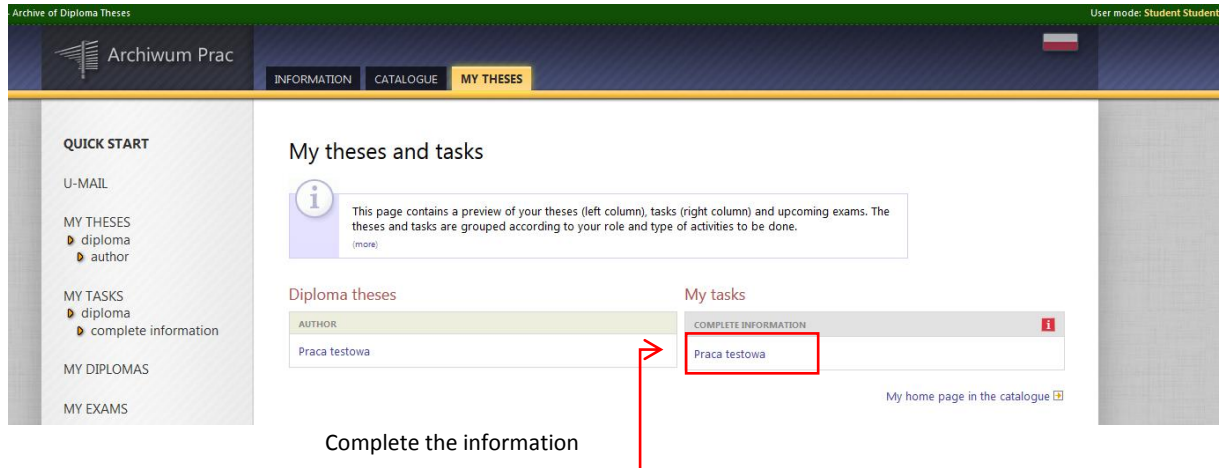

You can log in using the "Login Center".
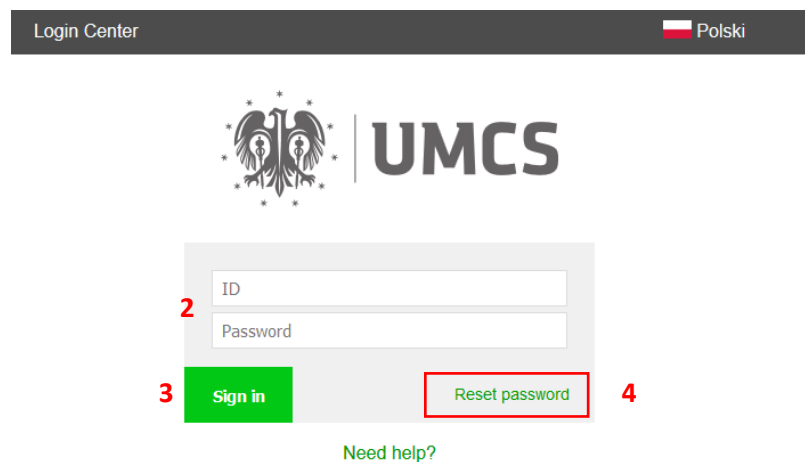
Type in your (2) **ID** and **Password**, then click (3) **Sign in**. Your user ID in the Theses and Dissertations Archive (APD) **is your student number prefixed by a letter 's'. You can find your student number printed in black on your student ID card.** For example, if your student number is '123456', your ID will be 's123456'.

If you have a password for the eduroam system or the USOSweb, you should use it to log in. If **you forgot your password or want to change it**, click the "**Reset password**" button **(4)** and follow the instructions.

List of tasks

Complete the information

This field displays information about the thesis, after the relevant data has been entered into the USOS system by the dean's office staff.

The left-side column contains information about: theses, dissertations and upcoming examinations.

The right-side column contains a list of tasks to be completed. Tasks for the students are labelled as "Complete the information".

Once the task has been selected, a new window opens, displaying the thesis information page and a status bar at the top, showing the current stage of your thesis submission process. At each stage certain tasks are to be fulfilled by a designated person.

Entering thesis details

Students are required to provide information about their theses in the APD application.
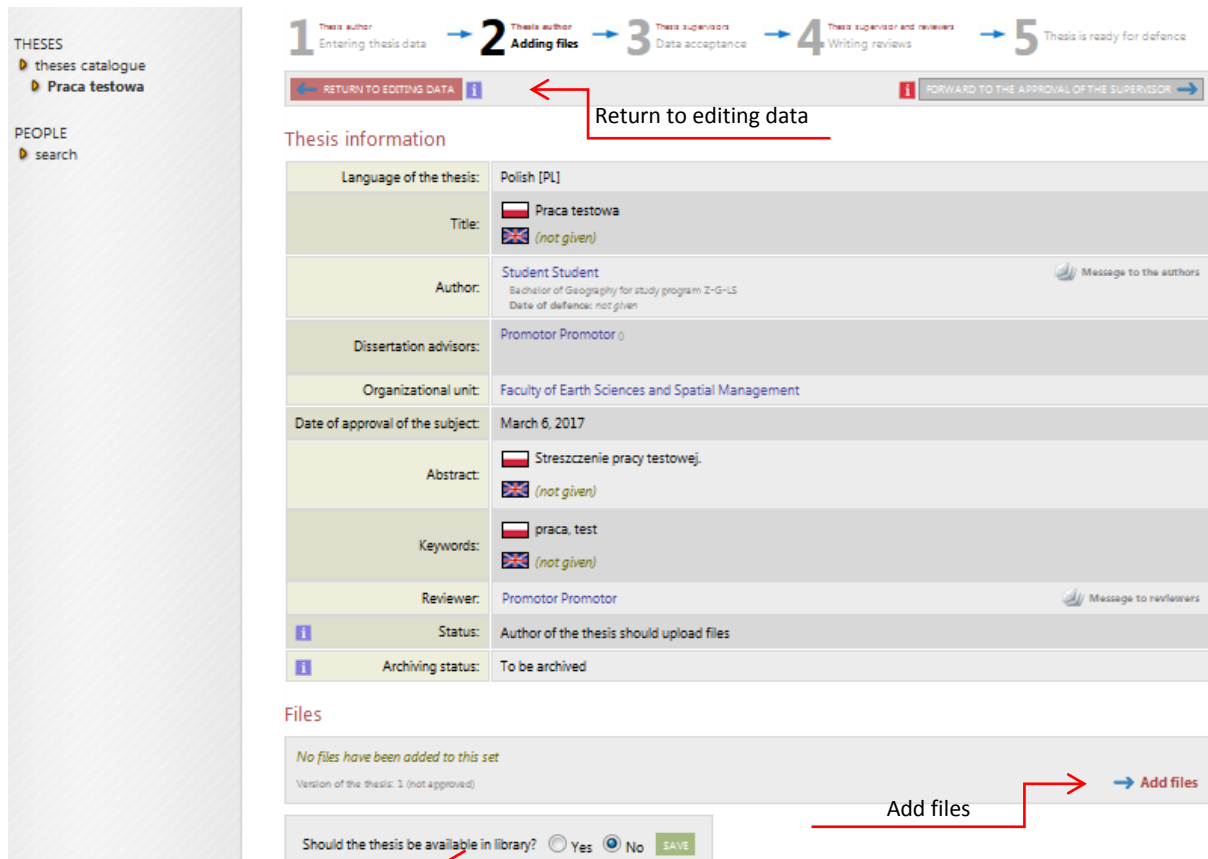
Select the language of your thesis, prepare the abstract in the language you selected, type in the keywords. Save the thesis information (the bottom right corner button), then click "Go to file upload" at the top right corner of the page.

ATTENTION:

The thesis abstract will be visible in the public catalogue, available to all users of the APD application. The abstract should be approved by the thesis supervisor. After all the required details have been provided, save the data and upload the files.

Uploading thesis into the APD application

At this stage you are required to upload your thesis. The abstract, keywords and the language of the thesis can no longer be modified. In order to modify these fields, click "Return to editing data" and refer back to stage 1.

Students also have to decide whether their theses should be available in the library. Choose the appropriate option and click "Save". You can edit your selection at every stage of your work in the Theses and Dissertations Archive (APD).

Adding files

In order to upload files, click "Add files". The "Files" window will open, displaying information about your thesis and the field where you can add new files.

Upload the electronic version of your thesis prepared as a single PDF file, up to 30 MB in size. In order to upload a file exceeding the maximum size limit, please contact the USOS team via your Faculty authorities. Files are named automatically when uploaded into the system.

Documents attached to the thesis should be uploaded into the system as compressed archive files: ZIP, TAR.BZ2 or 7Z. In order to add files, select "Other" from the drop-down list.

After all the files have been added, click "Return to editing data" at the top of the page. At this stage you are still allowed to modify/add/change the previously uploaded files. You can also download your thesis, available in the form that is later submitted to the dean's office.

Thesis Returned for Corrections and Revisions

Supervisor may approve the thesis submission or return it for corrections. If the thesis has been returned for corrections, information about a new task will appear in your account and you will be notified about a new task via e-mail.

Declaration of Authorship and Printing the Thesis

At **stage 3** you may download the Declaration of Authorship certifying that the thesis you have submitted is your original work. This declaration should be delivered to your dean's office and/or your supervisor prior to your defence (the date and place for submitting declarations will be established by the Faculty Board).

At **stage 4**, after the final version of the thesis has been approved by the supervisor, one copy of the thesis should be delivered do the dean's office, within the set deadline, and included in the personal record of the student. The submitted copy, printed from the APD application, should be prepared as: double-sided printout, A4 paper, soft bound. To download your thesis, click: **Printable version**. A new window, where you can download your thesis as a PDF file, will appear. Before you print your thesis, please make sure that it contains control numbers (at the bottom of a randomly selected page).

ATTENTION!

The printed copy of the thesis needs to include control numbers. Dean's office staff is required to verify whether the printed copy of the thesis submitted by the student is the same as the digital copy uploaded to the APD application.

The Faculty Board may obligate the student to print and submit two more copies of the thesis for the supervisor and the reviewer. The student should also submit any additional documents in accordance with the provisions set by the Faculty.

In the case when the student is required to upload a new (amended) version of the thesis, the dean's office staff (at the request of the supervisor) must modify the status of the thesis in the APD application and move it back to the right stage.

After uploading the new (amended) version of the thesis to the APD application, the student is obligated to submit its printed copy (together with the new control number) to the dean's office. The dean's office staff should once again verify that the control number on the printed copy corresponds with the control number in the USOS system.

Thesis reviews

The supervisor and the reviewer are required to upload their reviews into the APD application, unless the Faculty Board decides otherwise. If the review icon (next to the name of the supervisor or the reviewer) is red, this indicated that the review has not been uploaded into the system yet. The green icon means that the review has been uploaded. Click on the green icon in order to see the uploaded review. You are then redirected to the window with the thesis review, where you can download the review and save it as a PDF file.

Thesis ready for defence

The system automatically saves the final version of the thesis after the final version of the review has been approved. After that, the thesis will be labelled as "ready for defence" on the thesis information page and on the status bar. This marks the end of the submission process in the APD application. The thesis is ready for defence.