

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.

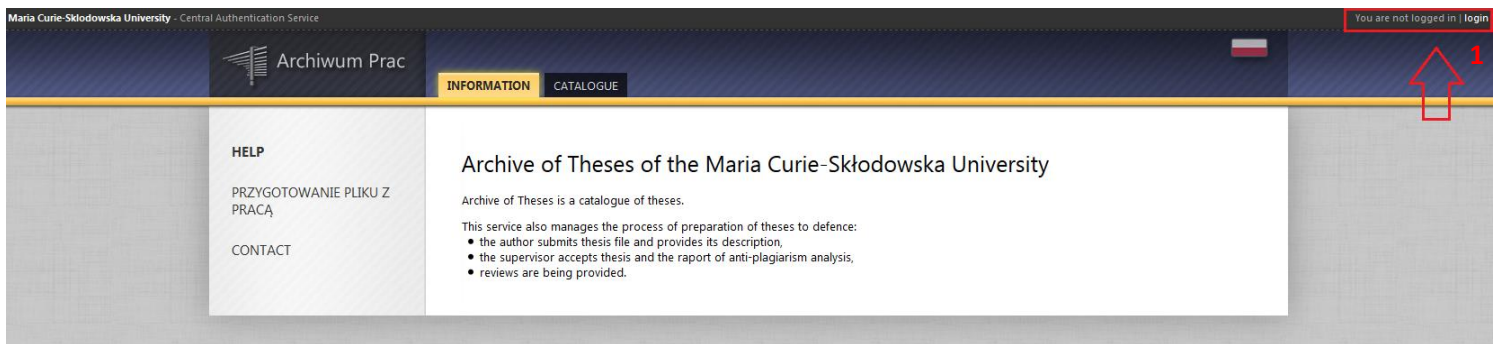
Step	APD stage	Carried out by	Task
1		Dean's office	Enter data into the USOS system.
2	Stage 1	Student	Enter the details of the thesis: the abstract, keywords, information about the language the thesis was written in.
3	Stage 2	Student	Upload the electronic version of the thesis and its attachments.
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

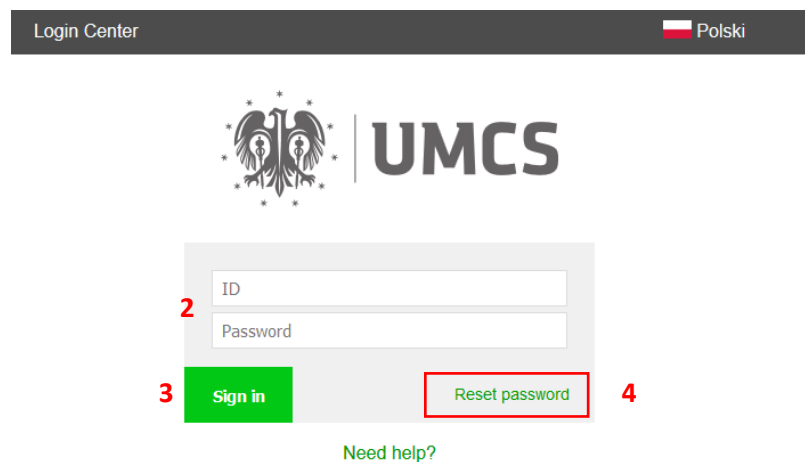
Logging into the Theses and Dissertations Archive	2
List of tasks	3
Entering thesis details	4
Uploading thesis into the APD application	5
Declaration of Authorship and printing the thesis	7
Thesis reviews	9

Logging into the Theses and Dissertations Archive

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



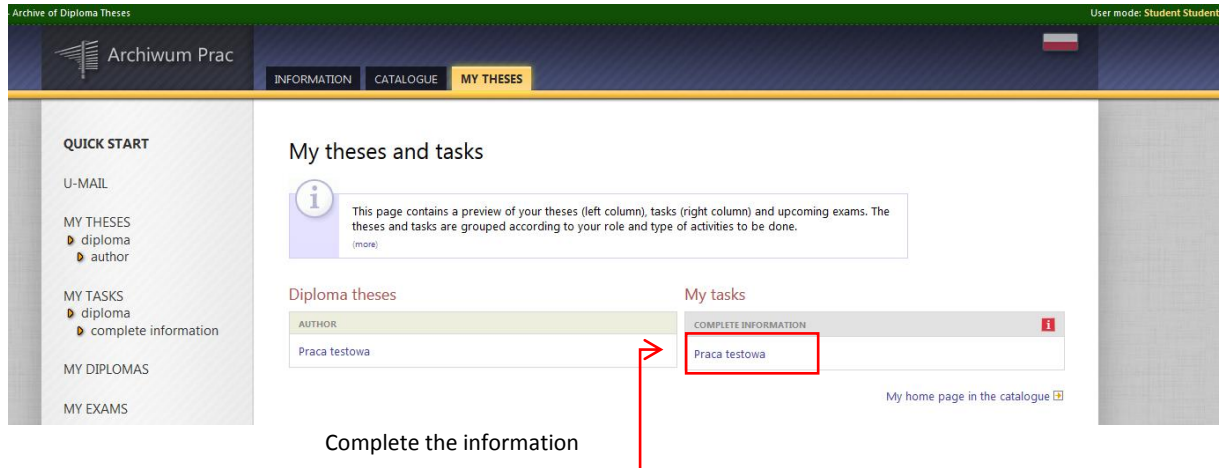
You can log in using the “Login Center”.



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



Archive of Diploma Theses User mode: Student Student

Archiwum Prac

INFORMATION CATALOGUE MY THESES

My theses and tasks

i This page contains a preview of your theses (left column), tasks (right column) and upcoming exams. The theses and tasks are grouped according to your role and type of activities to be done. (more)

Diploma theses	My tasks				
<table border="1"><thead><tr><th>AUTHOR</th></tr></thead><tbody><tr><td>Praca testowa</td></tr></tbody></table>	AUTHOR	Praca testowa	<table border="1"><thead><tr><th>COMPLETE INFORMATION</th></tr></thead><tbody><tr><td>Praca testowa</td></tr></tbody></table>	COMPLETE INFORMATION	Praca testowa
AUTHOR					
Praca testowa					
COMPLETE INFORMATION					
Praca testowa					

My home page in the catalogue

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

quick
advanced

THESES
theses catalogue
Praca testowa

PEOPLE
search

Status

1 Thesis author Entering thesis data → 2 Thesis author Adding files → 3 Thesis supervisors Data acceptance → 4 Thesis supervisor and reviewers Writing reviews → 5 Thesis is ready for defence

1 GO TO FILE UPLOAD →

Upload files

Thesis information

SAVE THESE INFORMATION

Language of the thesis: Polish [PL] ⓘ

Title: Praca testowa

Limit 1000, entered 0 characters

Author: Student Student Message to the authors
Bachelor of Geography for study program Z-G-LS
 Date of defence: not given

Dissertation advisors: Promotor Promotor ⓘ

Organizational unit: Faculty of Earth Sciences and Spatial Management

Date of approval of the subject: March 6, 2017

Abstract:
Limit 4000, entered 0 characters

Limit 4000, entered 0 characters

Keywords:
Limit 1000, entered 0 characters

Limit 1000, entered 0 characters

Reviewer: Promotor Promotor Message to reviewers

Status: Author of the thesis should type data ⓘ

Archiving status: To be archived ⓘ

Save the information → SAVE THESE INFORMATION

Students are required to provide information about their theses in the APD application.

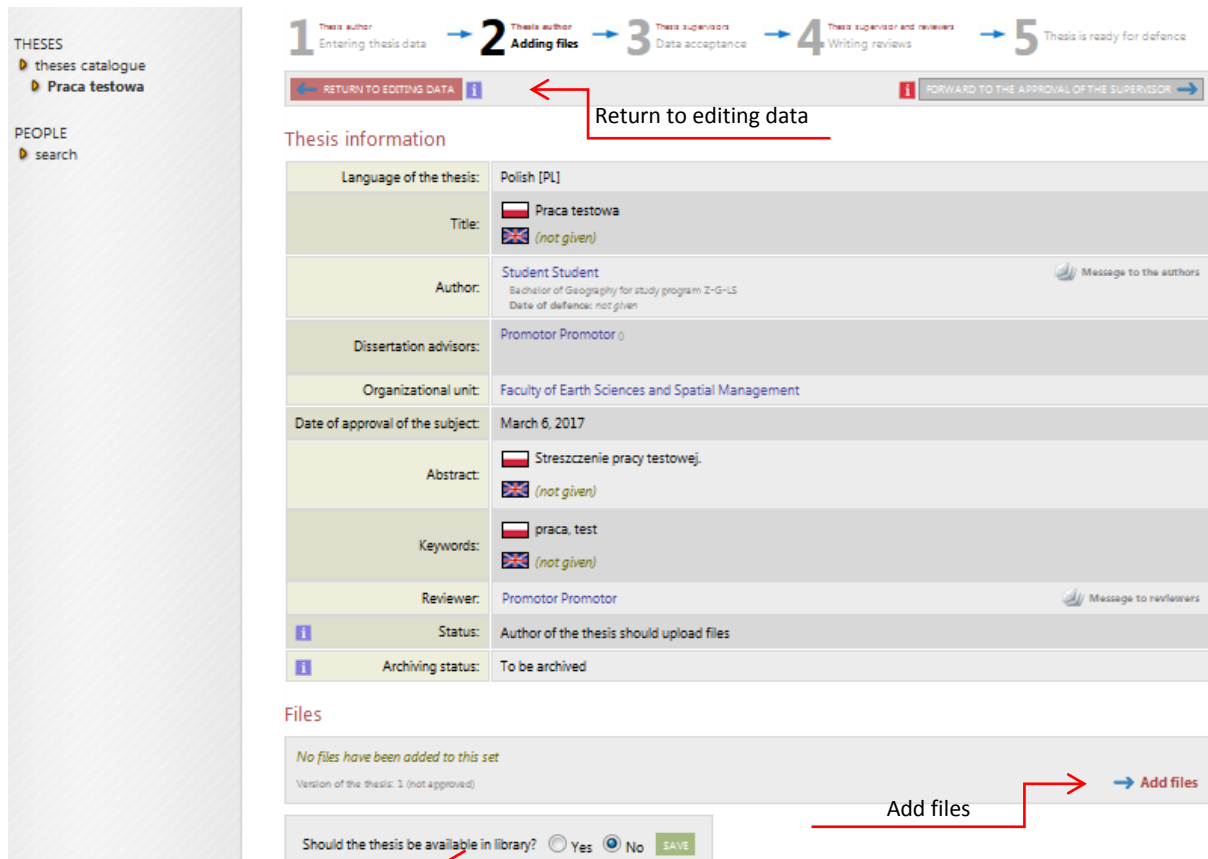
Select the language of your thesis, prepare the abstract in the language you selected, type in the keywords. Save the thesis information (the bottom right corner button), then click "Go to file upload" at the top right corner of the page.

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.



1 This author: Entering thesis data → **2** This author: Adding files → **3** Thesis supervisor: Data acceptance → **4** Thesis supervisor and reviewers: Writing reviews → **5** Thesis is ready for defence

RETURN TO EDITING DATA | FORWARD TO THE APPROVAL OF THE SUPERVISOR

Return to editing data

Thesis information

Language of the thesis:	Polish [PL]
Title:	Praca testowa (not given)
Author:	Student Student Bachelor of Geography for study program Z-G-LS Date of defence: not given Message to the authors
Dissertation advisors:	Promotor Promotor
Organizational unit:	Faculty of Earth Sciences and Spatial Management
Date of approval of the subject:	March 6, 2017
Abstract:	Streszczenie pracy testowej. (not given)
Keywords:	praca, test (not given)
Reviewer:	Promotor Promotor Message to reviewers
Status:	Author of the thesis should upload files
Archiving status:	To be archived

Files

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**

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.

THESES

- theses catalogue
- Praca testowa
- files

PEOPLE

- search

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	<i>no files in the set</i>	NO

Add file **i**

Add file

Kind: Thesis Maximum amount in a set: 1
Maximum file size: 30.0 MB
Legal extensions: .pdf

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

Language: Polish [PL]

Description:
Limit 300, entered 0 characters

Select the type of file to be uploaded:
Thesis
Other (attachments)

ADD TO THE SET

Add to the set = saving the files

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.

QUICK

- advanced

THESES

- theses catalogue
- Praca testowa

PEOPLE

- search


Status


1 Thesis author Entering thesis data → 2 Thesis author Adding files → 3 Thesis supervisors Data acceptance → 4 Thesis supervisor and reviewers Writing reviews → 5 Thesis is ready for defence

← RETURN TO EDITING DATA ⓘ FORWARD TO THE APPROVAL OF THE SUPERVISOR →

Send your thesis for approval to your supervisor

Thesis information

Language of the thesis:	Polish [PL]
Title:	 Praca testowa <i>(not given)</i>
Author:	Student Student Bachelor of Geography for study program Z-G-LS Date of defence: not given

 Message to the authors

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 to 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.

SEARCH
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THESES
 ▶ theses catalogue
 ▶ Praca testowa

PEOPLE
 ▶ search

Licentiate thesis

Status





Thesis information

Language of the thesis:	Polish [PL]		
Title:	Praca testowa <i>(not given)</i>		
Author:	Student Student		 Message to the authors
Dissertation advisor:	Promotor Promotor ()		
Organizational unit:	Faculty of Earth Sciences and Spatial Management		
Date of approval of the subject:	March 6, 2017		
Abstract:	Streszczenie pracy testowej. <i>(not given)</i>		
Keywords:	praca, test <i>(not given)</i>		
Reviewers:	Promotor Promotor Recenzent Recenzent		 Message to reviewers
Status:	Thesis is ready for defence or after defence		
Archiving status:	Archived		

Declaration of Authorship

Files

 **Printable version**  Printable version, including control numbers

original file: Z-LIC-281204.pdf | kind: Thesis | size: 35.6 KB | language: Polish [PL] | submitted on 2017-03-06 10:26 by Student Student

Version of the thesis: 1 (not approved)

[View files](#)

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

Reviews

	Student Student author
Promotor Promotor reviewer	
Recenzent Recenzent reviewer	

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.

Praca testowa

Licentiate thesis

Status

