

Step	APD stage	Carried out by	Task
1		Dean's office	Enter the following data into the University Students Register (USOS): 1) name (names) and surname of the author(s) of the thesis, 2) the original title of the thesis, 3) the date when the subject of the thesis was approved, 4) academic title/degree, name (names) and surname of the thesis, 5) academic title/degree, name (names) and surname of the thesis reviewer, 6) the date when the thesis was printed from the APD application and submitted to the dean's office, 7) information on the composition of the diploma examination board.
2	Stage 1	Student	Enter the details of the thesis: 1) information on the language in which the thesis was written, 2) abstract of the thesis in the language it was written (up to 4000 characters), 3) keywords in the language of the original (presented in a singular form and separated with commas).
3	Stage 2	Student	1) Upload the electronic version of the thesis (single file in PDF format; file size up to 30 MB). The files are named automatically when uploaded into the system, 2) upload any necessary attachments in the form of a compressed archive files (ZIP, TAR.BZ2, 7Z,).
4	Stage 3	Student	Download the Declaration of Authorship and submit it to the dean's office and/or to the supervisor (in accordance with the provisions set by the Faculty).
5	Stage 3	Supervisor	1) assess the completeness and correctness of the thesis description submitted to the APD application by the student – keywords, the abstract. 2) approve the description and the content of the thesis submitted by the student. Following any corrections or revisions made in the thesis, return to stage 1, step 2.
6	Stage 3	Supervisor	Run anti-plagiarism evaluation with the use of the APD application (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	1) After the final version has been approved by the supervisor, one copy of the thesis (printed from the APD application) should be delivered to the dean's office and included in the personal record of the student. The submitted copy should be prepared as: double-sided, printout, A4 paper, soft bound. The Faculty Board may obligate the student to print and submit two more copies of the thesis for the supervisor and the reviewer. 2) Submission of additional documents related to the field of study (in accordance with the criteria of awarding diplomas set by the Faculty).
8	Stage 4	Supervisor	Prepare the review (according to the requirements determined by

			<p>the Faculty Board):</p> <ul style="list-style-type: none"> <li>- fill in the review form in the APD application,</li> <li>OR</li> <li>- upload the review file into the APD application,</li> <li>OR</li> <li>- prepare the review outside the APD application.</li> </ul>
9	Stage 4	Reviewer	<p>Prepare the review (according to the requirements determined by the Faculty Board):</p> <ul style="list-style-type: none"> <li>- fill in the review form in the APD application,</li> <li>OR</li> <li>- upload the review file into the APD application,</li> <li>OR</li> <li>- prepare the review outside the APD application.</li> </ul>
10	Stage 5		Work within the application completed – thesis ready for defence.
11		Dean's office	<p>Before the diploma exam, the dean's office staff is required verify that:</p> <ol style="list-style-type: none"> <li>1) the student entered all the necessary data into the APD application,</li> <li>2) the data provided by the student have been approved by the thesis supervisor,</li> <li>3) the reviews were uploaded into the APD application (provided that the Faculty Board has not decided otherwise),</li> <li>4) the printed copies of the thesis, as well as printed copies of the review (both documents signed the supervisor and the reviewer) were submitted to the dean's office (unless other dates are set in the Faculty procedures),</li> <li>5) the status of the thesis in the USOS system is correct ("Thesis ready for defence or defended"),</li> <li>6) the control number on the printed copy corresponds to the number in the USOS system, to determine whether the printout is the final copy of the file uploaded into the system,</li> <li>7) the Declaration of Authorship submitted by the student is correct,</li> <li>8) the reviews were printed from the USOS (provided that it was required by the Faculty Board). Necessary requirement – all the reviews must be entered into the APD application.</li> <li>9) If 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 return to the proper stage in the submission process. 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.</li> </ol>