

Verification and assessment of thesis using the Archive of Theses

Instruction for reviewers

The Archive of Theses (APD) – the application of the USOS system supporting the process of submitting and preparing thesis for defence.

Steps	Stage in APD	Who	Activity
1		Dean's Office	Entering data into USOS.
2	Stage 1	Student	Entering thesis data, key words, language of thesis.
3	Stage 2	Student	Uploading an electronic version of thesis and thesis attachments.
4	Stage 3	Student	Downloading from APD and submitting the statement regarding student's authorship of the thesis.
5	Stage 3	Supervisor	Acceptance of data and thesis content or transferring thesis for correction – return to stage 1, step 2.
6	Stage 3	Supervisor	Anti-plagiarism check (positive result -approval of thesis, negative result –return to stage 1,step 2.
	Stage 4		The order of stage 4 depends on Faculty arrangements.
7	Stage 4	Student	Downloading and printing the thesis from the system for the Dean's Office (alternatively for the supervisor and reviewer if the Faculty Council makes such a decision).
8	Stage 4	Supervisor	Writing the review.
9	Stage 4	Recenzent	Writing the review.
10	Stage 5		End of work in the system – thesis ready for defence.
11		Dean's Office	Confirmation of documents, thesis control numbers and data accuracy. Completion of data necessary for the diploma exam.

Depending on the decisions of the Faculty Council, reviewers assess the thesis in one of the following ways:

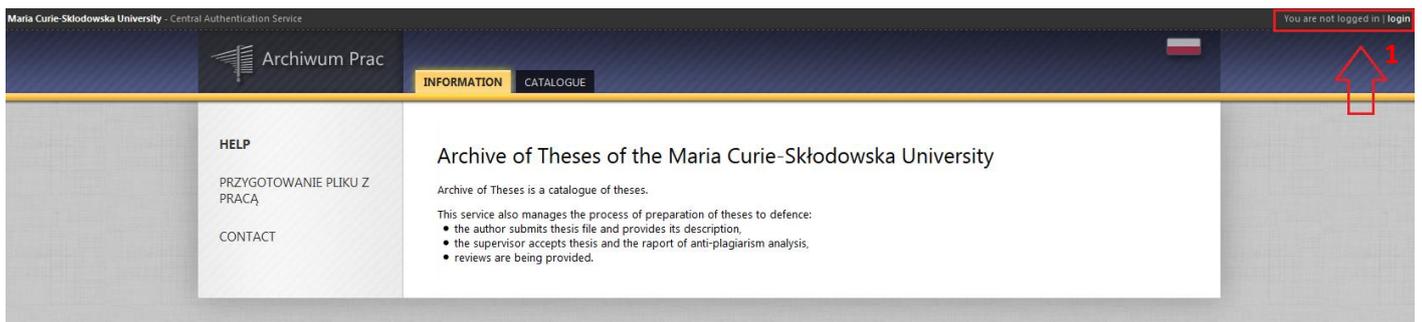
- filling in a review form in APD or,
- uploading the review from a file to APD or,
- preparing the review outside the APD system.

Contents

Logging in to the Archive of Theses.....	2
List of theses and tasks.....	3
Writing Review	4
In case of filling in a review in APD:.....	6
Filling in a review form in APD	7
Uploading the review from the file to APD	8
Thesis ready for defence	9

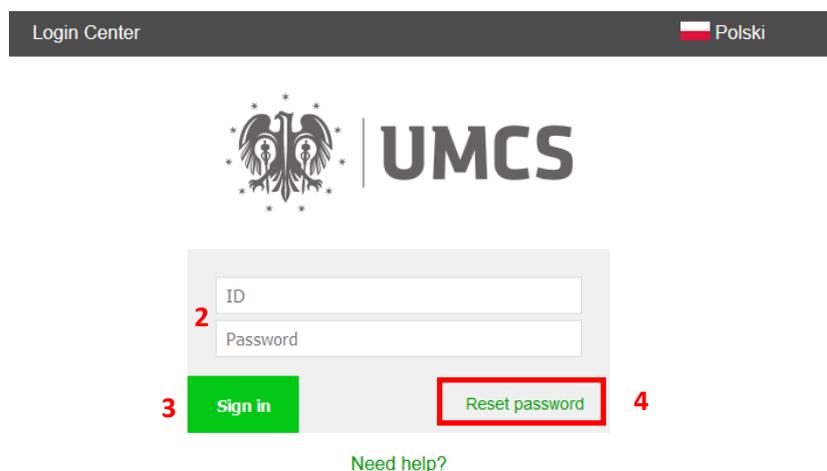
Logging in to the Archive of Theses

Access to the APD system possible at the address: <https://apd.umcs.pl/>



The screenshot shows the homepage of the Archive of Theses of the Maria Curie-Skłodowska University. The header includes the university name and a navigation menu with 'Archiwum Prac', 'INFORMATION', and 'CATALOGUE'. A red box with the number '1' points to the 'login' link in the top right corner. The main content area features a sidebar with 'HELP', 'PRZYGOTOWANIE PLIKU Z PRACĄ', and 'CONTACT'. The main text describes the archive as a catalogue of theses and lists the steps of the submission process: author submission, supervisor acceptance, anti-plagiarism analysis, and review.

Logging in takes place via the “Login Center”.



The screenshot shows the Login Center interface. It features a dark header with 'Login Center' and a Polish flag. Below the UMCS logo, there is a login form with two input fields: 'ID' and 'Password'. A red box with the number '2' highlights these fields. Below the form are two buttons: a green 'Sign in' button (marked with a red box and number '3') and a 'Reset password' button (marked with a red box and number '4'). A 'Need help?' link is located below the buttons.

Enter your (2) **Identifier (ID)** and **Password** and click on the (3) **Sign in key**. The identifier in the APD system is always **the surname with the first letter of the name**, (e.g. nowakj for Jan Nowak).

If you have a password for the Eduroam system or USOS web, you have to use it. **If you cannot remember the old password or you wish to set a new password**, press the button (4) **Reset password** and follow further directions.

It is worth giving here a clue to persons who have a two-part surname.

Attention! If you are a university employee and you have a two-part surname, in the field 'Identifier' (ID) enter only its first part and the first letter of the name, e.g. Anna Nowak- Iksińska should write the name nowaka. If the system does not allow you to log in despite entering the identifier in accordance with the instructions, it may mean that the given login is already in use. In this case add the subsequent letters of the name to the identifier. If the name nowaka cannot be used, Anna Nowak should write nowakan.

List of theses and tasks



The screenshot shows the 'Archiwum Prac' interface. The left sidebar has a red arrow pointing to the 'Go to thesis information' link, which points to a red box labeled '5' around the 'Praca testowa' entry in the 'Diploma theses' section. Another red arrow points from the 'Go to writing the review' link to a red box labeled '6' around the 'Praca testowa' entry in the 'My tasks' section.

The thesis information will appear in 'My theses and tasks' window once the data are entered to the USOS system by the Dean's Office clerks.

In the left column (5) of the page there is a list of the theses grouped according to the role of the logged in user. Theses can therefore be found in Supervisor, **Reviewer**, or Committee Member group.

Whereas, **in the right column (6)** there are tasks to be done. For a reviewer it will be '**Write Review**'.

Writing Review

After choosing the task the window with the thesis page containing all the information about the thesis will appear. This page contains detailed information about the thesis, such as:

- language of the thesis
- abstracts
- key words
- thesis files (thesis in PDF format and attachments, if the thesis has them)(7).

QUICK START

SEARCH

- ▶ quick
- ▶ advanced

THESES

- ▶ theses catalogue
- ▶ **Praca testowa**

PEOPLE

- ▶ search

Praca testowa

Licentiate thesis

Status

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

Thesis information

Language of the thesis:	Polish [PL]
Title:	Praca testowa <small>(not given)</small>
Author:	Student Student Message to the authors <small>Bachelor of Geography for study program Z-G-LS Date of defence: March 14, 2017, 9 a.m.</small>
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. <small>(not given)</small>
Keywords:	praca, test <small>(not given)</small>
Reviewers:	Promotor Promotor Recenzent Recenzent Message to reviewers
Status:	Reviewers should write and approve reviews
Archiving status:	Archived

7 Files

Z-LIC-281324.pdf (no description given)

Kind: Thesis | size: 36.6 KB | language: Polish [Pl] | submitted on 2017-03-06 10:26 by Student Student

Version of the thesis: 1 (not approved)

[View files](#)

Should the thesis be available in library? No

Anti-plagiarism check

File: Z-LIC-281324.pdf

Report received [\[download\]](#)

requested on 2017-03-06 by Promotor Promotor

Reviews

i	Student Student <small>author</small>
Promotor Promotor <small>reviewer</small>	
Recenzent Recenzent <small>reviewer</small>	

After clicking on the 'View Files' key , the page 'Files attached to the thesis' will appear. This page contains a list of files with their description.

Files attached to the thesis

Praca testowa

[back to thesis](#)

← 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	 Z-LIC-281324.pdf <small>(no copyright)</small> Kind: Thesis size: 36.6 KB language: Polish [PL] submitted on 2017-03-06 10:26 by Student Student Link for single use	

← To download the thesis in order to read it or print it, click on the name of the thesis

Depending on the Faculty Council decisions, reviewers assess a thesis by:

- preparing a review outside the APD system or,
- filling in a review form in APD or,
- uploading the review from a file to APD.

Attention!

In case of preparing one or both reviews in paper version, the processing of the thesis for defence in the APD system ends at stage 4 'Writing review'.

Once the thesis and the report from the anti-plagiarism system are approved at stage 3, the supervisor goes to stage 4 'Writing review' and finishes his/her work with APD. There is no need to go to stage 5, since the system will automatically change the status of the thesis to the appropriate one after thesis defence.

In case of filling in a review in APD:

Reviews

	Student Student author
Promotor Promotor reviewer	
Recenzent Recenzent reviewer	

Go to writing review

After pressing the red icon of the review, the page 'Draft of the review' for the selected thesis appears. This page contains information about the reviewed thesis, i.e. its title, name and surname of its author, etc. and files with the electronic version of the reviewed thesis and its attachments, if the thesis has them.

QUICK START

SEARCH

- ▶ quick
- ▶ advanced

THESES

- ▶ theses catalogue
- ▶ Praca testowa
- ▶ **draft of the review**

PEOPLE

- ▶ search

Draft of the review

Praca testowa

[back to thesis](#)

Review data

Thesis title:	Praca testowa
Thesis author:	Student Student
Keywords:	praca, test
Question set:	[Z] WNoZiGP
Reviewer:	Recenzent Recenzent
Version of the thesis:	1

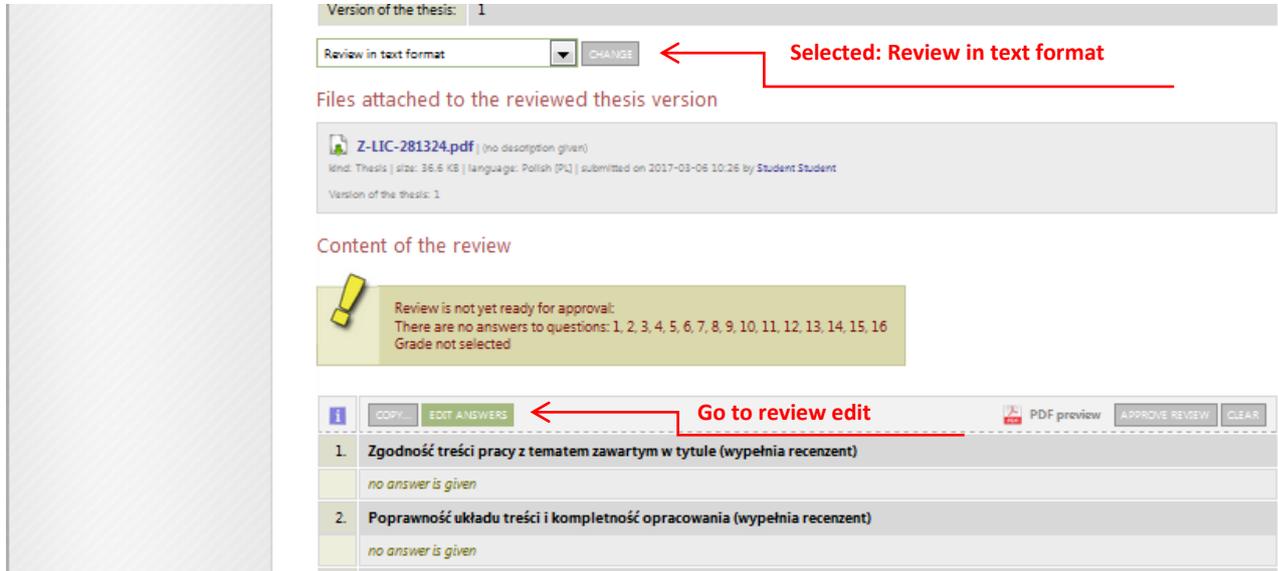
Review in text format

Choice of the way of submitting the review: filling in a form or uploading the review from a file

Files attached to the reviewed thesis version

 **Z-LIC-281324.pdf** (no description given)
 kind: Thesis | size: 36.6 KB | language: Polish [PL] | submitted on 2017-03-06 10:26 by Student Student
 Version of the thesis: 1

Filling in a review form in APD



Version of the thesis: 1

Review in text format ← **Selected: Review in text format**

Files attached to the reviewed thesis version

 Z-LIC-281324.pdf (no description given)
 Kind: Thesis | size: 36.6 KB | language: Polish (PL) | submitted on 2017-03-06 10:26 by Student Student
 Version of the thesis: 1

Content of the review

 Review is not yet ready for approval:
 There are no answers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16
 Grade not selected

← **Go to review edit**

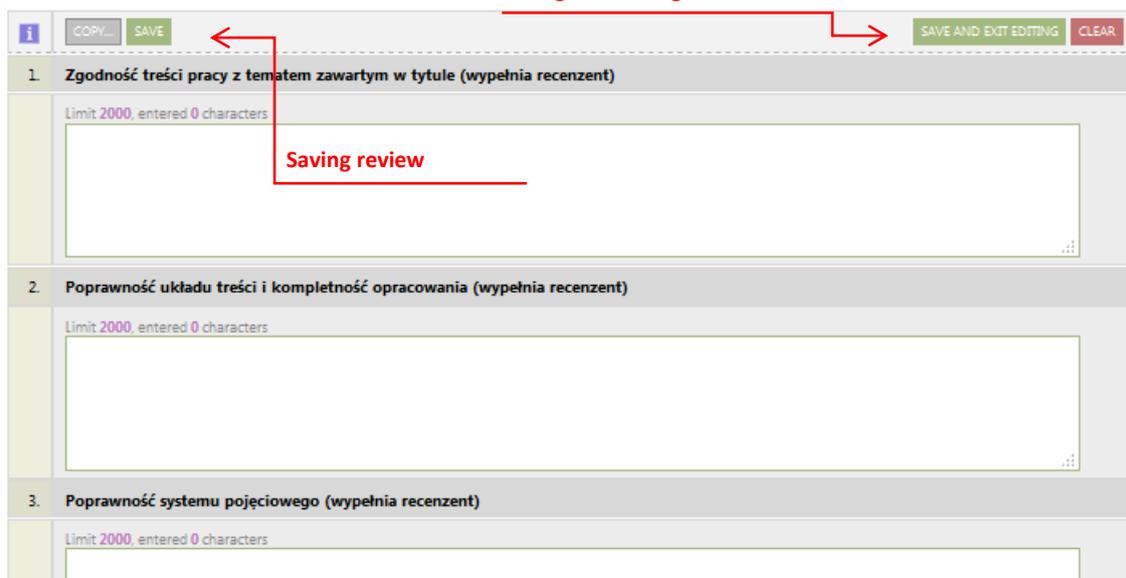
1.	Zgodność treści pracy z tematem zawartym w tytule (wypełnia recenzent)
	no answer is given
2.	Poprawność układu treści i kompletność opracowania (wypełnia recenzent)
	no answer is given

The page with open windows will appear, allowing to enter a text under each question. Each question has to be answered.

Content of the review



Saving and exiting review



← **Saving review** ← **Saving and exiting review**

1. Zgodność treści pracy z tematem zawartym w tytule (wypełnia recenzent)

Limit 2000, entered 0 characters

2. Poprawność układu treści i kompletność opracowania (wypełnia recenzent)

Limit 2000, entered 0 characters

3. Poprawność systemu pojęciowego (wypełnia recenzent)

Limit 2000, entered 0 characters

To finish editing the review, click on the 'Save and exit editing' key. Then, the screen 'Draft of review' will appear.

Content of the review



Review is ready for approval

Editing answers

Approving review

COPY... EDIT ANSWERS PDF preview APPROVE REVIEW CLEAR

1.	Zgodność treści pracy z tematem zawartym w tytule (wypełnia recenzent)	ok
2.	Poprawność układu treści i kompletność opracowania (wypełnia recenzent)	ok
3.	Poprawność systemu pojęciowego (wypełnia recenzent)	ok
4.	Znajomość literatury przedmiotu	ok

Until the thesis is finally approved, it is possible to return to review editing, clicking on the 'Edit Answers' key. Once the review is approved, it cannot be edited later, but it can be downloaded in PDF file format.

Uploading the review from the file to APD

In order to upload the review in the content file format to APD from the user's computer, on the 'Draft of the Review' page change the target setting form of the review to 'Review in file format' selected from the drop - down menu and click on the 'Change' button.

Version of the thesis: 1

Review in file format Selected: Review in file format

Files attached to the reviewed thesis version

Z-LIC-281324.pdf | (no description given)
 kind: Thesis | size: 36.6 KB | language: Polish [PL] | submitted on 2017-03-06 10:26 by Student Student
 Version of the thesis: 1

Review file

Review is not yet ready for approval:
 File not uploaded
 Grade not selected

Send file: Uploading the review

COPY... UPLOAD FILE APPROVE REVIEW CLEAR

The file for this review has not been uploaded yet.
 Thesis grade: not given

To upload the file, press the green button 'Upload File'.

As the next step, with the button 'review', select the file with the review from the user's computer. The review files have to be uploaded in PDF format. After uploading the file, the review has to be approved.

Thesis ready for defence

Once the last review is approved, the system automatically performs the final approval of the thesis. In the information on thesis and on the progress bar the thesis will gain 'ready for defence' status. At this stage the processing of the thesis in the APD service definitively closes, and the thesis is ready for defence.

Praca testowa
Licentiate thesis

Status



Attention!

If the student has to submit the new corrected version of the thesis, a Dean's Office clerk, on the request of the appropriate supervisor, will modify the status of the thesis in the APD system by transferring it to a suitably earlier stage.

After uploading the new corrected version of the thesis to the APD system, the student is obliged to deliver its printed copy with a current number to the Dean's Office. A Dean's Office clerk re-checks compatibility of the control number on the printed copy with the control number in USOS.