

## 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.

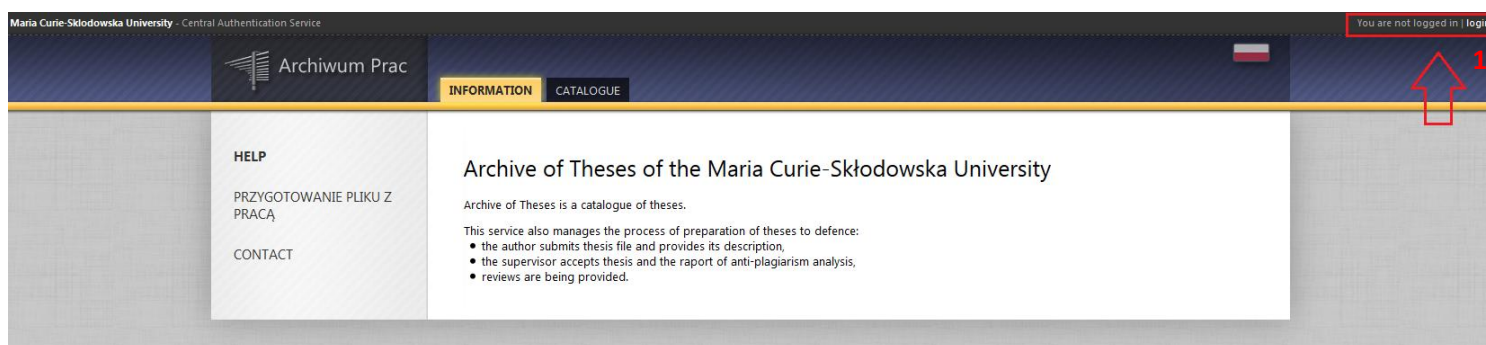
Step	APD stage	Carried out by	Task
1		Dean's office	Enter data into the USOS system.
2	Stage 1	Student	Enter the details of the thesis: the abstract, keywords, information about the language the thesis was written in.
3	Stage 2	Student	Upload the electronic version of the thesis and its attachments.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

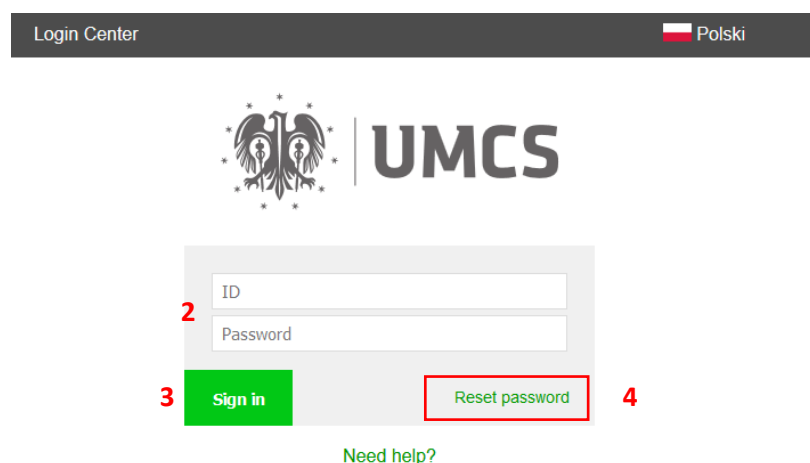
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## Logging into the Theses and Dissertations Archive

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



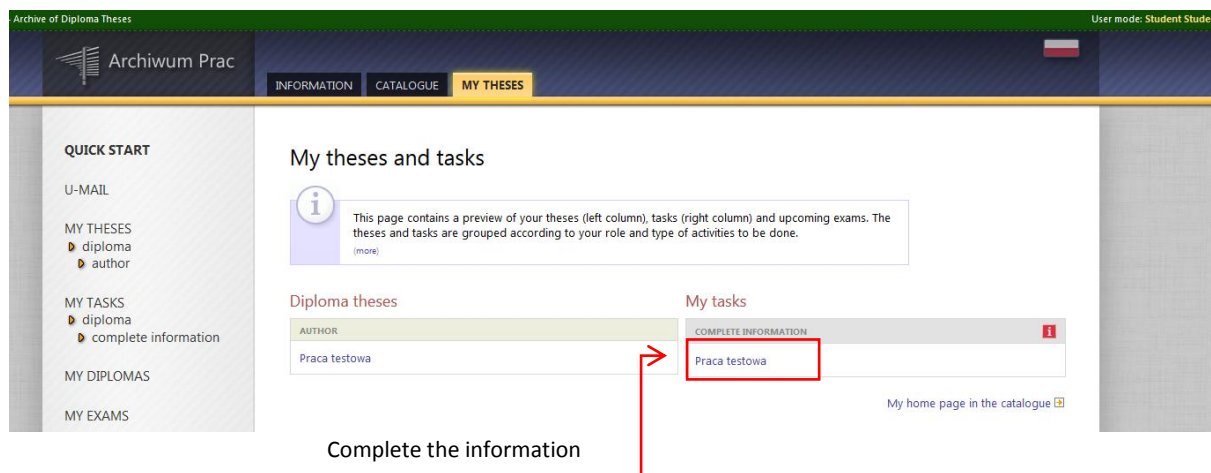
You can log in using the “Login Center”.



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

QUICK START

U-MAIL

MY THESES

- diploma
- author

MY TASKS

- diploma
- complete information

MY DIPLOMAS

MY EXAMS

My theses and tasks

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

AUTHOR

Praca testowa

My tasks

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

[GO TO FILE UPLOAD](#)

**Thesis information**

[Upload files](#)

[SAVE THESIS 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 THESIS INFORMATION](#)

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

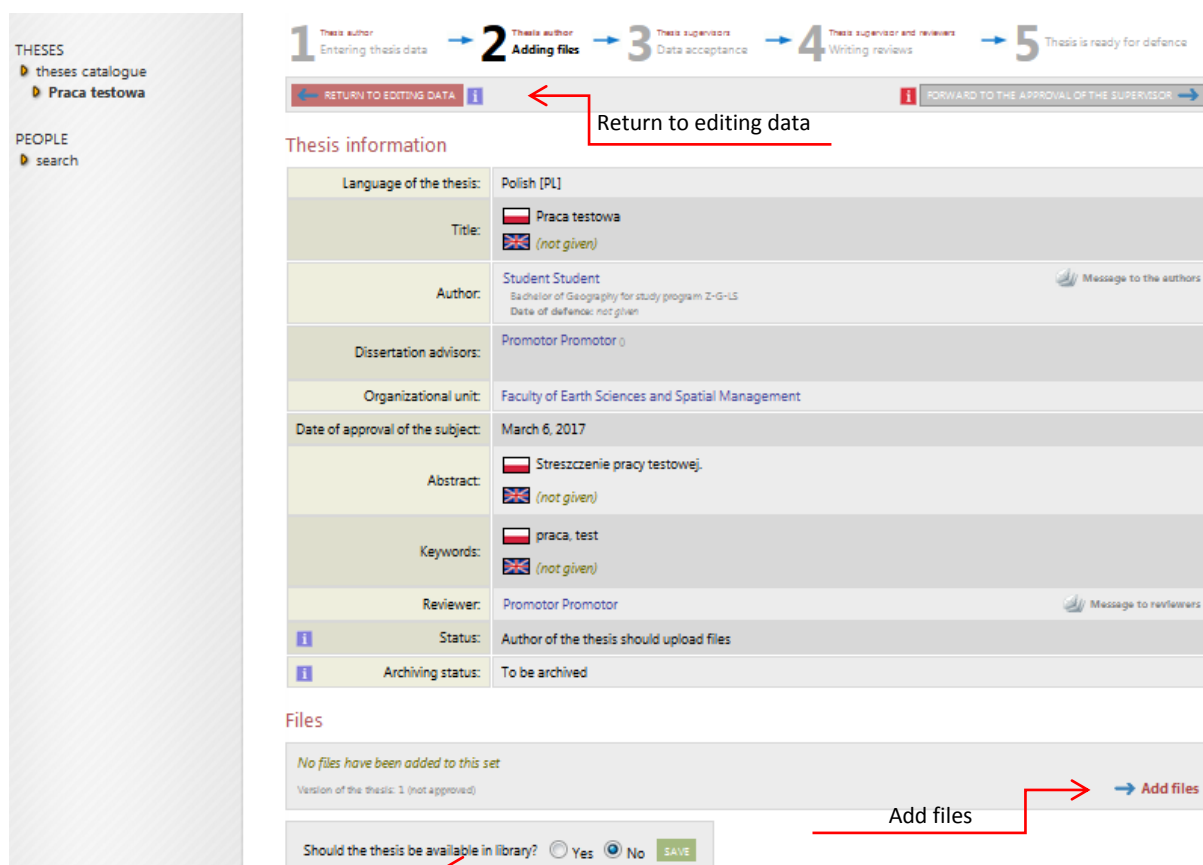
Select the language of your thesis, prepare the abstract in the language you selected, type in the keywords. Save the thesis information (the bottom right corner button), then click “Go to file upload” at the top right corner of the page.

### 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.



**THESES**  
theses catalogue  
Praca testowa

**PEOPLE**  
search

**1** Thesis author: Entering thesis data → **2** Thesis 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 <a href="#">Message to the authors</a>
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 <a href="#">Message to reviewers</a>
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”. Information on whether the student has agreed to share his/her work in the UMCS Archive library will be included in the declaration that he will be able to download from the APD service after moving to step 3. Detailed information on the declaration can be found on pages 7-9 of this manual.

## 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**

**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)

**The mechanism of checking the compatibility of a thesis uploaded to APD with a printed version is enabled!**  
(more)

No	Set elements	Approved
1	no files in the set	NO

**Add file**

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

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

**ADD TO THE SET**

Select the type of file to be uploaded:

- Thesis
- Other (attachments)

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**  
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**Status**

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RETURN TO EDITING DATA **Send your thesis for approval to your supervisor** FORWARD TO THE APPROVAL OF THE SUPERVISOR

**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

## 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 and thesis printed version

Students starting from **stage 3** can download a declaration from the system, which must be filed in the dean's office and/or the promoter at the latest before the defence (the dates and place of filing of the declaration will be determined by the Faculty Council).

**SEARCH**  
quick  
advanced

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search

**Licentiate thesis**

**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

**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: March 14, 2017, 9 a.m.
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. (not given)
Keywords:	praca, test (not given)

Declaration

Message to the authors

In the declaration, the student:

- declares that the thesis was written independently and its electronic version introduced to the APD service is the final version and consistent with the printed one presented for defence;

- grants Maria Curie-Skłodowska University a licence for multiple reproduction and sharing thesis within the APD website service along with basic data (title, author, supervisor, summary, keywords);
- declares that he/she has read this manual and the information contained in it regarding personal data (page 12).

Furthermore, points 4 and 5 of the declaration indicate whether the student consented to the publication by UMCS of his/her name and surname on the University website (in the APD Catalogue), in connection with the functioning of the Theses Archive and whether he/she agreed to provide thesis in the UMCS Archive library.

**Consent to the publication of the name and surname next to his/her theses, the student may change via USOSweb service.** To do this, simply log into your account at USOSweb (<https://login.umcs.pl/login>), open "MY USOSWEB", then select "PREFERENCES" from the menu on the left.



On the newly opened page, find the part entitled "OTHER PRIVACY PREFERENCES". If the student consents to the publication of his/her name and surname in Theses Archive in the APD Catalogue, he/she should tick the checkbox - "Show my name next to my theses ( in Theses Archive)".



students and staff members.

#### OTHER PRIVACY PREFERENCES

☒ **Show my name next to my theses (in Theses Archive; changes might be visible after some delay)**

Uncheck this if you prefer your theses to remain anonymous.

**The student agrees to the publication of his/her name and surname in Theses Archive in the APD Catalogue (checkbox checked/ticked).**

#### USOSweb preferences

There preferences affect only this one USOSweb server in particular.

**Default number of table rows on a single page:**

☐ 10 ☐ 20 ☒ 30 ☐ 100 ☐ 300 ☐ 500

Suggested value: 30

However, if the student does not consent to the publication of his/her name and surname in Theses Archive in the APD Catalogue, the checkbox - "Show my name next to my theses in Theses Archive" should remain unchecked/unticked.

students and staff members.

#### OTHER PRIVACY PREFERENCES

☐ **Show my name next to my theses (in Theses Archive; changes might be visible after some delay)**

Check this option in order to allow other users to see and contact you in regard of your theses.

**The student does not consent to the publication of his/her name and surname next to his theses in the APD Catalogue (checkbox unchecked/unticked).**

#### USOSweb preferences

There preferences affect only this one USOSweb server in particular.

**Default number of table rows on a single page:**

☐ 10 ☐ 20 ☒ 30 ☐ 100 ☐ 300 ☐ 500

Suggested value: 30

The student made the decision about making his/her work available in the UMCS Archive library via the service of Theses Archive when the thesis was at stage 2 (page 5).

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.

**SEARCH**

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### Licentiate thesis

**Status**

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**Thesis information**

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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. (not given)
Keywords:	praca, test (not given)
Reviewers:	Promotor Promotor Recenzent Recenzent
Status:	Thesis is ready for defence or after defence
Archiving status:	Archived

**Files**

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

original file: Z-G-LS-281224.pdf | kind: Thesis (text, 36.6 KB) | language: Polish [PL] | submitted on: 2017-03-06 10:35 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.

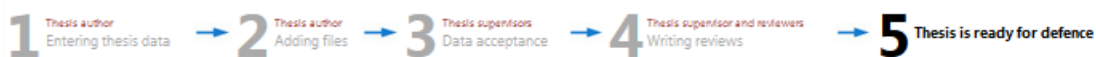
### Thesis ready for defence

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



**Information on the protection of personal data (concerning the declaration):**

The granted consents are valid now and in the future provided that the purpose of the processing is not changed, there is no objection to the processing of personal data, there are no requests to cease processing or no withdrawal of consent.

- The administrator of the data collected on the website of the Archive of Diploma Theses is Maria Curie-Skłodowska University (UMCS), based in Lublin, at Pl. Maria Curie-Skłodowska, 20-031 Lublin.
- Placing the thesis in the Archive of Diploma Theses is obligatory and results from the Law on Higher Education and the Regulation of the Ministry of Science and Higher Education on the documentation of the course of studies.
- Data such as: title of the thesis, names and surname of the author, promoter and reviewers of the thesis, organisational unit, date of the subject approval, submission of the thesis and diploma exam are entered into the system by the dean's office employees. The summary of the thesis, key words and the thesis itself are entered into the website directly by the students, while the reviews are entered by the supervisor and the thesis reviewers.
- The collection of data takes place on the basis of the above-mentioned regulations, in order to support the process of submitting and preparing the diploma thesis for defence within the system supporting the documentation of the course of studies, as well as fulfilling the obligation to keep a repository of diploma theses and to check them using the anti-plagiarism system.
- Data collected on the website of the Archive of Diploma Theses will be stored for the period resulting from the provisions of law and internal procedures in force at UMCS.
- To the extent that data processing is carried out on the basis of consent (publication of data or placing in the Archive library), the person the data pertain to at any time has the option to revoke the consent, object to the processing of data. In such a situation, the data will be stored on the website of the Archive of Diploma Theses in a manner ensuring that unauthorized persons will not have access to them (they will be kept confidential), and the thesis will be available in connection with the need to conduct verification activities in the field of plagiarism prevention. The University, in connection with the legal obligation imposed on it, has no right to delete thesis from the site.
- Information on the functioning of the website of the Archive of Diploma Theses is available at <https://apd.umcs.pl/> and at <http://www.umcs.pl/pl/>.
- Data will not be subject to further processing or profiling, nor will they be based on them any decisions made in an automated manner. They will not be made available to external recipients, will not be transferred to third countries and international organizations, except for their publication, in accordance with the granted consents.
- The person the data pertain to, has the right of access to data, the possibility of rectification, limitation of processing, the right to data transfer, and in cases provided by law the right to object to data processing, and revocation of consent at any time, which will result in confidentiality of data before access to unauthorized persons, also has the right to submit a complaint to the supervisory body.
- The administrator of personal data has appointed a person supervising the correctness of personal data processing, who can be contacted at: [dane.osobowe@poczta.umcs.lublin.pl](mailto:dane.osobowe@poczta.umcs.lublin.pl).