

How to review the diploma thesis in the Archive of Diploma Theses System (APD)?

Instruction for reviewers

Archive of Diploma Theses System (APD)

The Archives of Diploma Theses System (APD) is one of systems collaborating with the USOS system. This application acts as a catalogue and repository of electronic versions of diploma theses written at the University.

Apart from archiving theses, the basic function of the Archives of Diploma Theses System (APD) is to support the procedure of their submissions. Several people are involved in these activities (the author, thesis supervisor, reviewers, dean's office employees) who are required to perform certain tasks at certain stages of the work service.

The diploma theses collected in the Archives are automatically transferred to the National Repository of Diploma Theses in accordance with the requirements of the Law on Higher Education and Science.

The stages of the diploma thesis in the Archives of Diploma Theses System (APD)

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, provided that the Dean's college on Faculty determines the requirement to submit a paper version of the thesis.
8	Stage 4	Supervisor	Writing the review.
9	Stage 4	Reviewer	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. Marking the field in the USOS system enabling the completion of the diploma examination protocol in the APD system, if provided for by the procedures in force at the given Faculty.

The Archive of Diploma Theses System (APD) includes the following stages :

1. Entering thesis data
2. Adding files
3. Data acceptance
4. Writing reviews
5. Thesis is ready for defence – the end of the process.

The main purpose of uploading the diploma thesis into the Archive of Diploma Theses System (APD) is to go through stage 1 to stage 5.

The tasks of the thesis supervisor start from stage 3, and the reviewer's from stage 4.

The current thesis' stage is directly shown along with the function of the particular person (the student, supervisor, reviewer) who is responsible for making any changes at this stage.

ATTENTION! It is possible to upload the review of the diploma thesis when the diploma thesis is at stage 4.

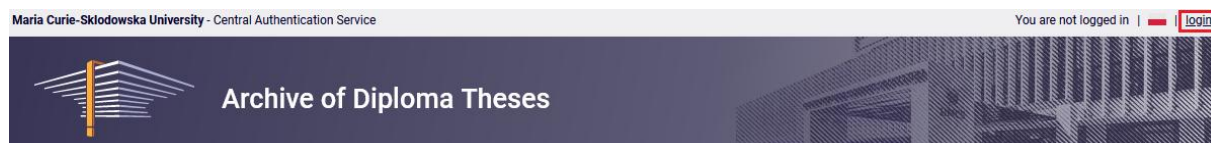
The title of the diploma thesis
Master thesis / Bachelor thesis / Engineering thesis

Status



Logging into the Archive of Diploma Theses (APD)

Access to the Archive of Diploma Theses System (APD) is available at: <https://apd.umcs.pl/>



You log in to the system using Central Authentication Service:



A login form with two input fields: 'ID' and 'Password'. Below the fields is a blue 'Sign in' button and a 'Reset password' link.

[Need help?](#)
Do you want to create and activate an account?
[Accessibility declaration](#)

- Type in your **ID** and **Password**, then click “**Sign in.**”.
- Your ID has always the form of the login which is used to log into other UMCS IT systems (including USOS), i.e. the surname with the first letter of the first name (e.g. nowakj for Jan Nowak) or in the case of new logins, the surname abbreviation with a combination of numbers (e.g. now1234)

Changing the password

If you cannot remember the old password or you wish to set a new password, click on the button “Reset password” and follow further directions.



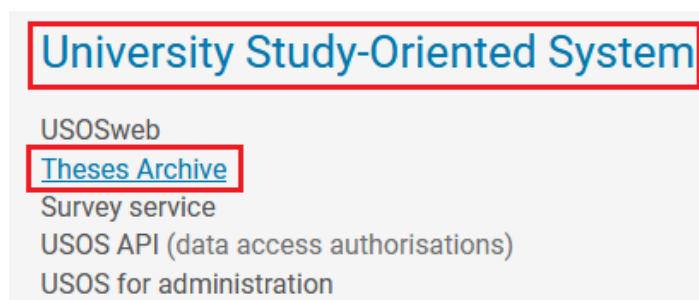
Sign in
Reset password

[Need help?](#)
 Do you want to create and activate an account?
[Accessibility declaration](#)

Logging into via Login Point

Access to the Archive of Diploma Theses System (APD), is also possible directly from the Login Point at: <https://login.umcs.pl>

After entering the login and password, select the Archive of Diploma Theses System (APD) from the list of available services.




After logging into the Archive of Diploma Theses System (APD), the user will be on the main page containing information about the system.

Writing reviews

Step 1.

After logging in, the Reviewer, in the “My theses and tasks” section, clicks on the “My task” table and then “Write thesis review”. Next, click on the title of the selected diploma thesis or the “Show all” button.

My theses and tasks




This page contains an overview of the tasks waiting for you, your theses, upcoming exams and proposed topics of theses. Tasks and theses are grouped according to your role and the type of activity to be performed.

More ▾


 My home page in the catalogue

Diploma theses


 Advisor

[Show all](#)

My tasks

 Accept thesis data

[Show all](#)

 Write thesis review


The title of the diploma thesis
Name and surname

The title of the diploma thesis
Name and surname

[Show all](#)

After clicking on “Show all” tab, the list of diploma theses will appear.

My tasks - Write thesis review



Type of theses: **diploma**, Your task: **write thesis review**.

Elements 1..2 of 2			
Thesis title ▲▼	Authors	Supervisors	 Date of defence ▲▼ Date of submission ▲▼
<div></div> <div>[PA] Faculty of Law and Administration</div>	<div></div>	<div></div>	July 5, 2021 no data
<div></div> <div>[PA] Faculty of Law and Administration</div>	<div></div>	<div></div>	no data no data

Elements 1..2 of 2			
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After clicking on the title of the selected diploma thesis, the thesis page will open, directly on the **“Reviews”** tab.

Master thesis

[← back to previous page](#)

1 2 3 4 5

Supervisor and reviewers
Writing reviews

Thesis information




Files

Anti-plagiarism

Reviewers

Reviews

Defence

	Name and surname author
Name and surname reviewer	
Name and surname reviewer	

ATTENTION! In order to read information about the particular diploma thesis (i.e. summary, keywords), the content of the thesis or the result of the anti-plagiarism control, the reviewer should navigate through the individual cards, visible directly under the information about the thesis status.

Thesis information

Files

Anti-plagiarism

Reviewers

Reviews

Defence

In order to enter reviews section, select the **“Reviews”** tab. Then, after selecting the red review icon, next to the reviewer’s name, the **“Draft of the review”** section appears. It contains information related to the written review, i.e. the title of the diploma thesis, name and surname of the author of the thesis, etc., as well as files with the electronic version of the diploma thesis and its attachments, if the thesis has them.

Name and surname reviewer	
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Draft of the review

The title of the diploma thesis

← back to thesis

Review data

Thesis title:	
Thesis author:	
Keywords:	
Question set:	[PA] WPiA
Reviewer:	
Version of the thesis:	1

Review in text format



Change

Files attached to the reviewed thesis version



PA-MGR-.pdf | (no description given)

kind: Thesis | size: 1.5 MB | language: Polish [PL] | submitted on 2021-06-21 21:31 by

Version of the thesis: 1

Content of the review



Review is not yet ready for approval:

Step 4.

Filling out the review form in the Archive of Diploma Theses System (APD)

In order to complete the review form directly in the Archive of Diploma Theses System (APD), select the **“Review in text format”** from the drop-down list.

Draft of the review

The title of the diploma thesis

← back to thesis

Review data	
Thesis title:	
Thesis author:	
Keywords:	
Question set:	[PA] WPiA
Reviewer:	
Version of the thesis:	1

Review in text format

Change

Then, select the “**edit answers**” tab and complete the form by answering individual questions and selecting a grade - in accordance with the rules of diploma examinations which are in force at the Faculty.

Content of the review



Review is not yet ready for approval:
There are no answers to questions: 1, 2, 3, 4, 5, 6
Grade not selected

	Copy...	Edit answers	PDF preview	Approve review	Clear
1. Ocena konstrukcji pracy					
2. Ocena merytoryczna treści pracy					
3. Ocena wykorzystania źródeł i literatury					
4. Ocena strony formalnej pracy					
5. Inne uwagi					
6. Ocena końcowa: stwierdzam, że oceniana praca magisterska/licencjacka spełnia wymogi stawiane tego typu opracowaniom i może być oceniona jako					
7. Thesis grade					

Next, the page with some open sections will appear (it allows the reviewer to enter text under each question). Please answer each question. In order to save the entered responses, the “**Save**” tab should

be used after entering the reviews. The “**Save and exit editing**” tab will allow the reviewer to save the content of the review and complete further editing of the answer.

Content of the review



All fields are required

Copy... Save Last save: 13:37 Save and exit editing Clear

1. Ocena konstrukcji pracy

Limit 2000, entered 0 characters

the white fields should be filled in with answers to individual questions constituting the content of the thesis review

2. Ocena merytoryczna treści pracy

Limit 2000, entered 0 characters

3. Ocena wykorzystania źródeł i literatury

Limit 2000, entered 0 characters

ATTENTION! All sections in the review form must be completed.

Step 5.

The grade for the diploma thesis is entered in the last section of the review form by selecting the appropriate grade from the drop-down list.

7. Thesis grade

-- choose grade --

-- choose grade --

unacceptable

fair

adequate

good

very good

excellent

Step 6.

The approval of the review in the Archive of Diploma Theses System (APD)

In order to finish editing the review, click on “**Save and exist editing**”. The “**The content of the review**” window will appear. The reviewer can return to editing the review by clicking “**Edit answers**” until the review is finally approved,.

Content of the review



Review is ready for approval

ⓘ	Copy...	Edit answers	PDF preview	Approve review	Clear
1.	Ocena konstrukcji pracy				
	abc				
2.	Ocena merytoryczna treści pracy				
	abc				
3.	Ocena wykorzystania źródeł i literatury				
	abc				
4.	Ocena strony formalnej pracy				
	abc				
5.	Inne uwagi				
	abc				
6.	Ocena końcowa: stwierdzam, że oceniana praca magisterska/licencjacka spełnia wymogi stawiane tego typu opracowaniom i może być oceniona jako				
	abc				
7.	Thesis grade				
	excellent				
ⓘ	Copy...	Edit answers	PDF preview	Approve review	Clear

The ability to preview the review in the form of a PDF file before its approval

When the system displays the message “**Review is ready for approval**”, select “**Approve review**”.

Content of the review



Review is ready for approval

ⓘ	Copy...	Edit answers	PDF preview	Approve review	Clear
1.	Ocena konstrukcji pracy				
	abc				
2.	Ocena merytoryczna treści pracy				
	abc				
3.	Ocena wykorzystania źródeł i literatury				

Then confirm the action with the “OK” button.

Are you sure you want to approve this review? Approved review cannot be edited.



ATTENTION! A review that has been “approved” by the person writing the review may not be changed or removed on the reviewer’s own. Therefore, reviewers should be careful before the final approval.

Step 7.


The review in the file format

In order to upload a review with the content from the reviewer’s computer to the Archive of Diploma Theses System (APD) in the file format, change the default settings of the review form to by selecting the “**Review file**” from the drop-down list and confirm the selection by clicking “**Change**”.




In order to upload a file, select the green “Upload file” button.

Review file



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

	Copy...	Upload file	Approve review	Clear
<p>The file for this review has not been uploaded yet.</p> <p>Thesis grade: not given</p>				

Then, in the “**Review file**” section, uploading the appropriate file from the reviewer’s computer is possible. This file should be prepared and uploaded in accordance with the review templates applicable at the Faculty. Additionally, the grade of the reviewed diploma thesis should be also chosen by selecting the appropriate grade from the drop-down list.

ATTENTION! The file with the review must be uploaded in the form of a PDF file.

Review file

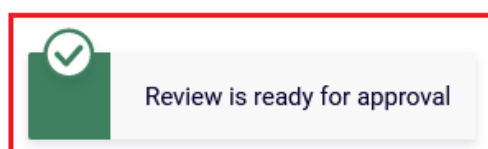
File:	<div style="border: 1px solid red; display: inline-block; padding: 2px 5px;">Przeglądaj...</div> <div style="margin-left: 5px;">Nie wybrano pliku.</div>
	<div style="font-size: 0.8em; color: red;">Maximum file size: 10.0 MB</div> <div style="font-size: 0.8em; color: red;">Legal extensions: .pdf</div>
Thesis grade:	<div style="border: 1px solid red; display: inline-block; padding: 2px 10px;">-- choose grade --</div>
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid red; background-color: #d32f2f; color: white; padding: 5px 15px; border-radius: 3px;">Cancel</div> <div style="border: 1px solid red; background-color: #34495e; color: white; padding: 5px 15px; border-radius: 3px;">Save</div> </div>	

The changes should be saved by using the “**Save**” button.

Step 8.

In order to complete the process of reviewing the diploma thesis in the Archive of Diploma Theses System (APD), the review entered in the review form must be approved.

Review file



i	Copy...	Change file	<div style="border: 2px solid red; background-color: #34495e; color: white; padding: 5px 15px; border-radius: 3px;">Approve review</div>	Clear
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> ↓ Review file.PDF size: 199.2 KB </div> <div> Thesis grade: excellent </div> </div>				

When the system displays the message “**Review is ready for approval**”, select the “**Approve review**” button, and then confirm the action by clicking on “**OK**”.

Are you sure you want to approve this review? Approved review cannot be edited.

OK

Anuluj

ATTENTION! A review that has been “approved” by the person writing the review may not be changed or removed on the reviewer’s own. Therefore, reviewers should be careful before the final approval.

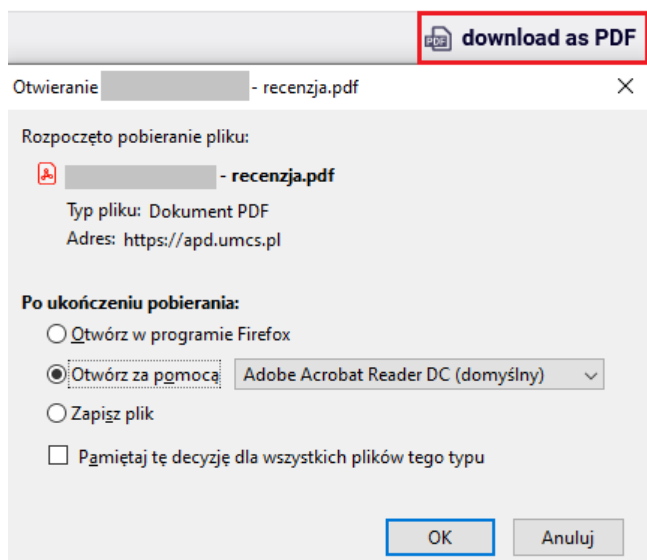
Step 9.

Printing the review from the Archive of Diploma Theses System (APD)

The approved review can be downloaded as a PDF file and then saved / printed.



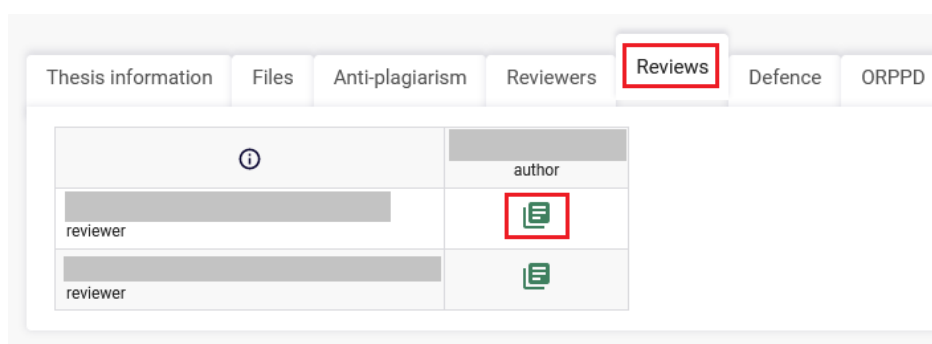
In order to do this, select the **“Download as PDF”** tab, then select the **“OK”** button and save the file.



Step 10.

Preview of reviews in the system

After entering and approving the review, the review icon next to the reviewer's name will turn green after clicking on **“Reviews”**.



All people related to the particular diploma thesis can view the entered review - the supervisor, reviewer and the author of the work.

In order to read the content of the review, click on the green review icon next to the name of the selected reviewer.

Step 11.

Thesis is ready for defence

Status



After the last review is approved, the system automatically finalises the whole process (stage 5). In the information about the thesis, the thesis will then have the status **“Thesis is ready for defence”**.

At this stage, the process of handling the thesis in the Archive of Diploma Theses System (APD) is completed and the thesis is ready for defence.

After the diploma examination, the thesis status will change to “Thesis has been defended. Thesis after defence”.

Status

