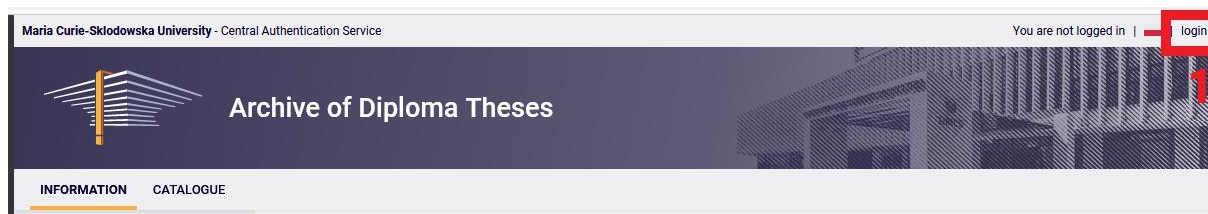# How to upload a diploma thesis
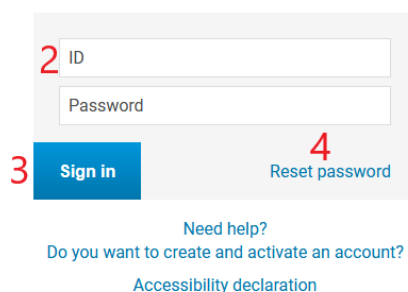# to the Archive of Diploma Theses System (APD)?

Instruction for authors of diploma theses

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

Type in your (2) **ID** and **Password,** then click (3) **Sign in.** Your user ID in the Archive of Diploma Theses System (APD) **is your student number prefixed by a letter 's'** (e.g. s000000).

If you have a password for the eduroam system or the USOSweb, you should use it to log in. **If you have forgotten your password or if you want to change it**, click the (4) **"Reset password" button** and follow the instructions.
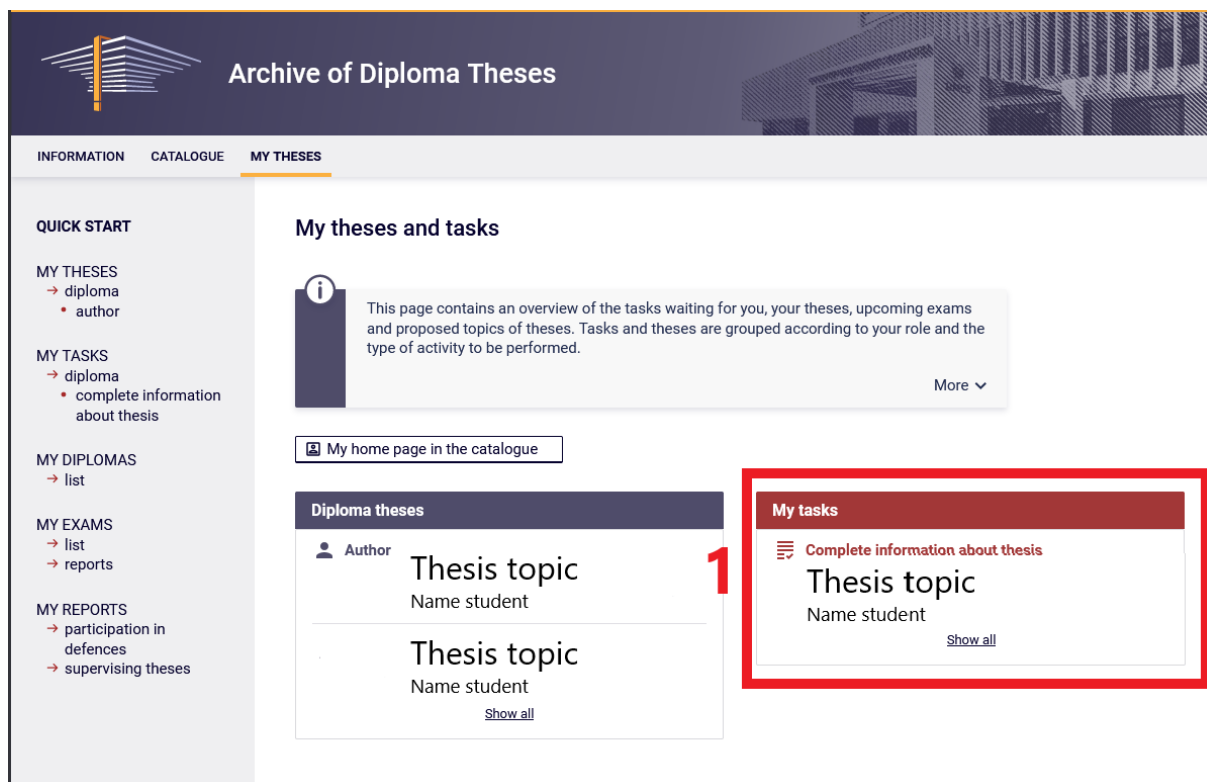
The procedure of archiving your diploma thesis

After logging in, the screen "My theses and tasks" appears. Then, you should choose the section with your thesis topic.

After selecting the "thesis topic", the next page will appear. On the next page there is a progress bar which informs about the current diploma thesis stage. There is always an assigned person who is in charge of performing certain actions at a given stage.

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.

Students have their tasks during the first and second stages while the thesis supervisor's tasks start at the third stage and the reviewer's ones at the fourth stage.

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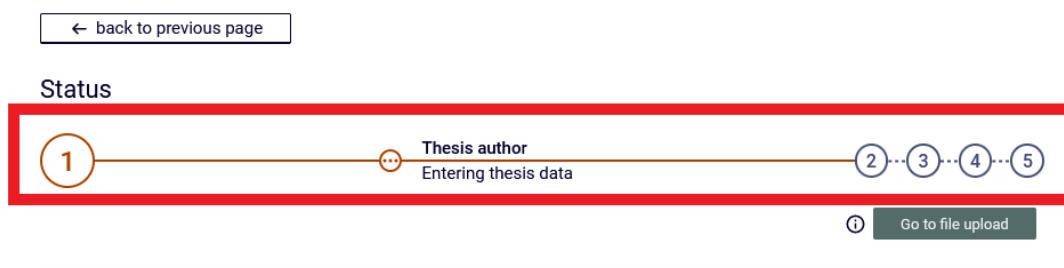
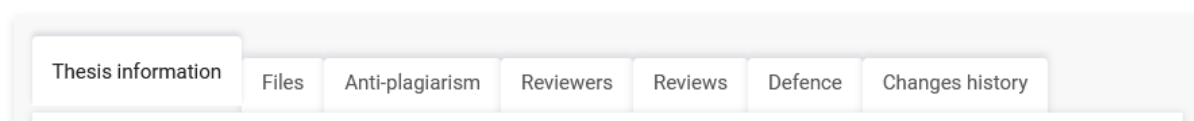The Archive of Diploma Theses System (APD) includes the following stages :

1. **Entering thesis data (the author of the thesis)**
2. **Adding files (the author of the thesis)**
3. Data acceptance (the supervisor of the thesis)
4. Writing reviews (the supervisor and the reviewer of the thesis)
5. Thesis is ready for defence – the end of the process.

Cards

The subpage connected with the thesis is divided into 7 cards:

1. Thesis information
2. Files
3. Anti-plagiarism
4. Reviewers
5. Reviews
6. Defence
7. Changes history

Each of afore-mentioned cards contains information and allows to perform actions related to the thesis, depending on the current stage of the thesis. In order to see the content of each card, please click on the title of the particular card.
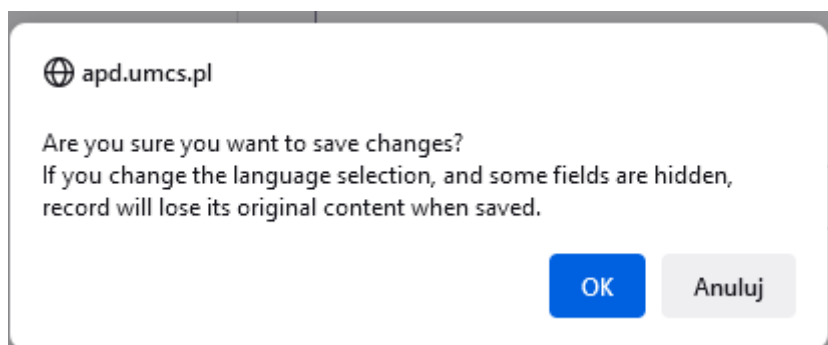
Stage 1. Entering thesis data

The author's task is to complete the thesis data in the Archive of Diploma Theses System (APD). The author is in charge of selecting the language of the written thesis (1) and then entering the summary of the diploma thesis in the selected language (2) up to 4,000 characters. Next, keywords (3) up to 1,000 characters should be entered; keywords must be completed in the nominative singular and separated by commas. In order to move to the next stage, the author of the thesis must save the thesis' information (4).

ATTENTION! The summary of the thesis will be visible in the public catalogue of diploma theses which is available to all Archive of Diploma Theses System (APD) users, therefore, its content should be determined with the supervisor of the thesis.

Saving changes

After entering all data, save this action by clicking the button (4) [Save thesis information] which is available at the top and at the bottom of the form. After pressing it, the following message will appear (the warning about the consequences of this action which requires the re-confirmation of saving changes):

⊕ apd.umcs.pl

Are you sure you want to save changes?
If you change the language selection, and some fields are hidden, record will lose its original content when saved.

OK   Anuluj

Sending messages to reviewers

At each stage of the thesis uploaded to the Archive of Diploma Theses System (APD), the student/ doctoral student has the possibility to send messages to reviewers (5), including the supervisor, who also prepares the review. The message may be sent by clicking on the following icon: ✉   .
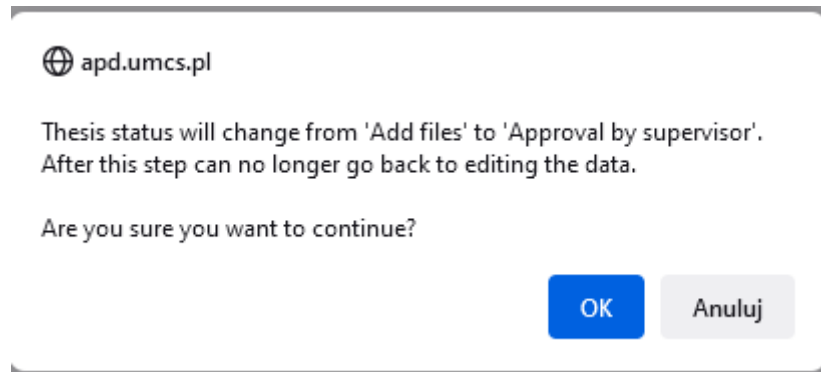
Moving to the next stage

After providing all the information and saving the thesis data, the student/doctoral student presses (6): "go to file upload" and this action completes the first stage.

After pressing it, the following message will appear (the confirmation of the performed action):

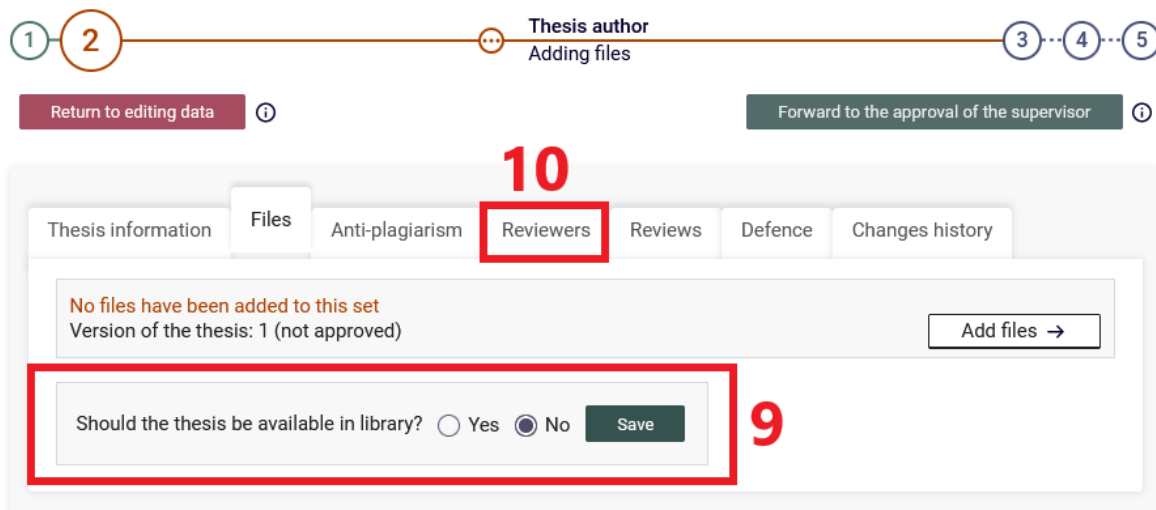## Stage 2. Uploading files with the thesis

At this stage, the student/doctoral student is supposed to upload files with the diploma thesis. It is no longer possible to make changes to the summary, keywords and the thesis language. In order to make any changes, please select "Return to editing data" (7). This will bring you back to the stage 1. To upload files, click on the "Files" tab (8).
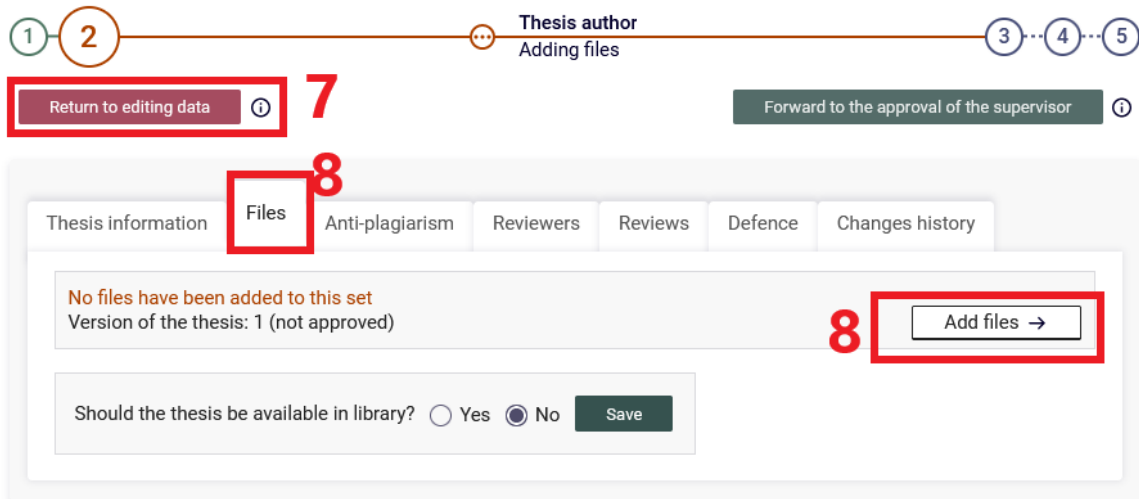
A students/doctoral student has to decide whether their theses should be available in the library (9). If the thesis must be submitted to the Dean's Office in a printed form, the answer should be "Yes", if the thesis is not printed, the answer should be "No". After selecting the answer, click "Save". The author of the thesis can see who is the reviewer (10). The icons are in grey colour because reviewers have not received the thesis for evaluation yet.

Status

ATTENTION! Before uploading the file with the thesis to the Archive of Diploma Theses System (APD), make sure that the file is correct and that its content has been determined with the supervisor of the thesis during the diploma seminar.

Particular attention should be paid to the front page of the thesis:

- has the front page been added to the thesis?

- is the front page compliant with the template in force at the Faculty?

- is the information about the author of the thesis, title, field of study, Faculty, supervisor etc. correct?

In the event of noticing any mistakes in the file with the thesis at stage 4 or 5 (reviews/ the thesis is ready for defence), it will be necessary to return the thesis to stage 1 and re-verify it with the Unified Anti-Plagiarism System (JSA), which may result in postponing the date of thesis defence.

Adding files

Step 1

In order to add files, click the button: "Add file" (11). After clicking it, the next window appears: files related to thesis, which contains information connected with the thesis, and a window for adding a file.

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: 20.0 MB Legal extensions: .pdf	**11**
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	
		Add to the set

Step 2. Adding the diploma thesis

The electronic version of the diploma thesis should be uploaded in the form of one file in PDF format, with a size not exceeding **20 MB.**

The file with the diploma thesis should be named in the following format: [faculty code] - [type of diploma (LIC, MGR, INZ, DR[1])] - [student ID number] - [year of defense in yyyy format], e.g. A-MGR-123456- 2015

After selecting the file from the computer, click the button: Add to the set

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[1] LIC – Bachelor of Arts, MGR – Master of Arts, INZ – Engineering, DR – Doctoral Schools – please use Polish abbreviations

Step 3. Adding attachments to the diploma thesis

If the thesis has attachments, they should also be uploaded in the system in the form of a compressed archive. Acceptable extensions are: ZIP, TAR.BZ2, 7Z. Select from the drop-down list: other (12), then select the file and add it to the whole set. The maximum size of attachments is **40 MB**.

Step 4. Coming back to the main page
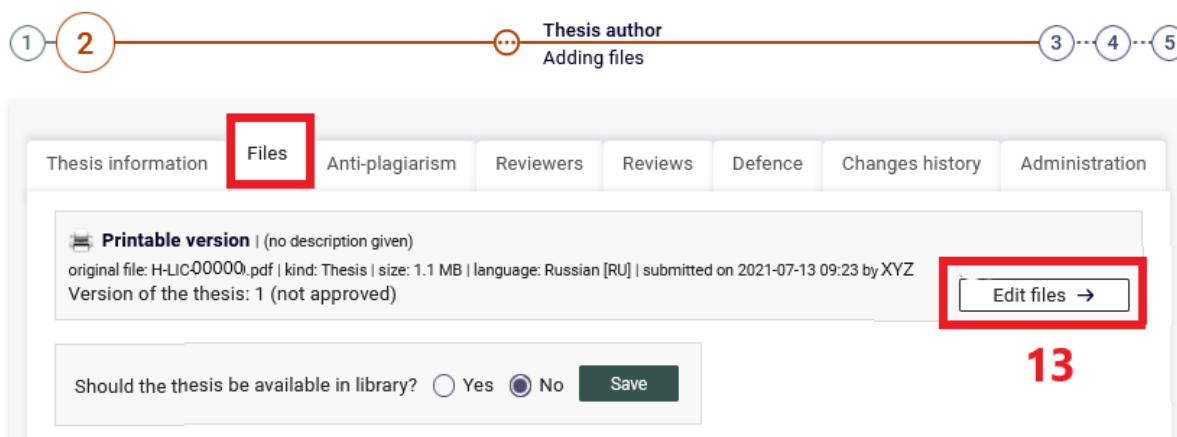
After uploading all files click [← back to thesis] .

At this stage, students/doctoral students can still edit/add/change uploaded files (13). They can also download their theses in the version acceptable by Dean's Offices.

ATTENTION! If the Faculty has the requirement to send the thesis to the Dean's Office in an electronic version, or there is an obligation to submit the paper version at the Faculty, the thesis for the Dean's Office should be downloaded only after the supervisor approves it, namely, if the thesis is at stage 4 "Reviews". At 2 stage, you can download it only for your own needs.

After uploading the thesis' files, the student submits/forwards the thesis for the supervisor's approval.

Sets

Thesis files and other attachments are grouped into sets. The Archive of Diploma Theses System (APD) allows you to archive more than one set. Then, subsequent sets correspond to subsequent versions of the thesis.

A new set is created when the thesis supervisor decides that the thesis requires improvements. Then, the authors modify the new set, while the previous sets are preserved as the history of thesis version.

Stage 3. Data acceptance

At this stage, the diploma thesis supervisor takes over the control of the whole process. The supervisor is obliged to:

- check the completeness and correctness of the thesis description entered by the student in The Archive of Diploma Theses System (APD) (keywords, summary);

- approve the description and files with thesis entered by the student;

- maintain anti-plagiarism control using the APD system.

Thesis returned for corrections and revisions

The supervisor can accept the thesis or send it for corrections. If the supervisor sends the thesis for corrections, the student will have the information about this fact on their accounts (some tasks to do).

The author of the thesis will have to go through the first two stages again, introducing changes recommended by the supervisor.

Declaration about writing the thesis on student's own

At this stage, the author of the thesis should download the declaration (14) on writing the thesis on student's own, by clicking on the icon: ⬚ . The declaration can be opened in PDF format or saved in the same format.

Uniform Anti-Plagiarism System Control (JSA)

The student/doctoral student has an overview at what stage of control their thesis is (in the Uniform Anti-Plagiarism System, JSA). When the supervisor sends the thesis for verification, the student receives such information.

Status
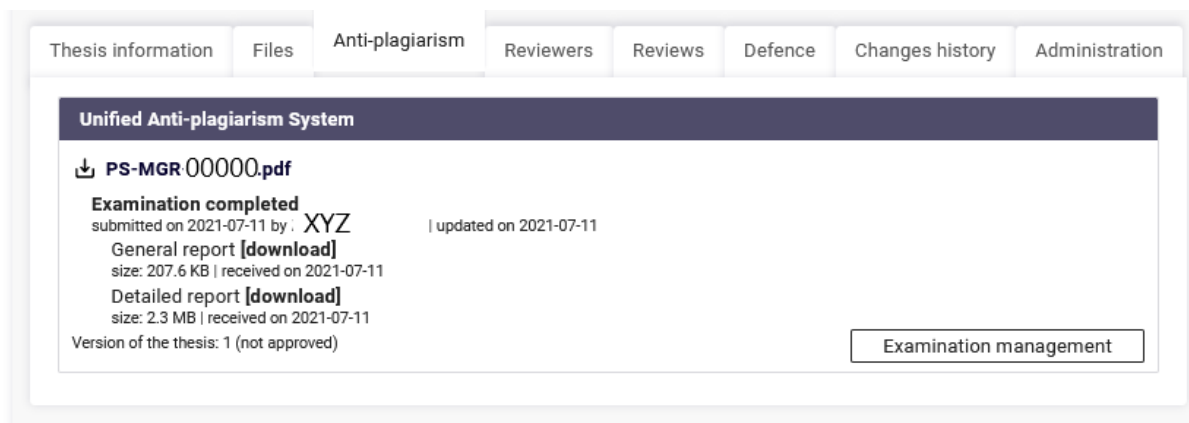
At the time of submitting the report, the author of the thesis can download it or open it. The report is generated in PDF format and is opened by all programs that support the PDF format.

Information on the Uniform Anti-Plagiarism System Control (JSA)

The Uniform Anti-Plagiarism System Control (JSA) is used to check diploma theses for plagiarism.

Based on Article 76 sec. 4 of the Act of July 20, 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), there is an obligation for universities to check written diploma theses with the use of the Uniform Anti-Plagiarism System Control (JSA) starting from the 2018/2019 academic year.

Based on Article 188 sec. 4 of the Act of July 20, 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), universities are required to check written doctoral dissertations with the use of the Uniform Anti-Plagiarism System Control (JSA).

The Archive of Diploma Theses System (APD) uses the Uniform Anti-Plagiarism System Control (JSA) for plagiarism control.

The thesis supervisor submits the diploma thesis for plagiarism control to the Uniform Anti-Plagiarism System Control (JSA) via Archive of Diploma Theses System (APD).

The owner of the system is the Minister responsible for higher education. The administration of the Uniform Anti-Plagiarism System Control (JSA) is carried out by the Information Processing Centre of the National Research Institute under the supervision of the Minister responsible for higher education.

The Uniform Anti-Plagiarism System Control (JSA) identifies copies of diploma theses, borrowings of fragments in one or more reference sources, fragments semantically similar to texts in reference sources (regardless of the word order in the phrase), changes in the writing style of the thesis, characters from an alphabet other than the language being studied, hidden special characters, micro spaces and other font manipulations used to disguise borrowings.

The control of diploma theses with the use of the Uniform Anti-Plagiarism System Control (JSA) consists of comparing theses to data from the following repositories:
1) ORPPD – National Repository of Written Diploma Theses (Polish: Ogólnopolskie Repozytorium Pisemnych Prac Dyplomowych)
2) NEKST – Polish Internet search engine
3) Database of legal acts
4) Elements of the English-language Internet (Wikipedia)
5) The university's internal database made available for the Uniform Anti-Plagiarism System Control (JSA) research

The parameter indicating the level of similarity of the researched thesis to other data from the repositories is an indicator called Percentage Similarity Size (Polish: Procentowy Rozmiar Podobieństwa , PRP).

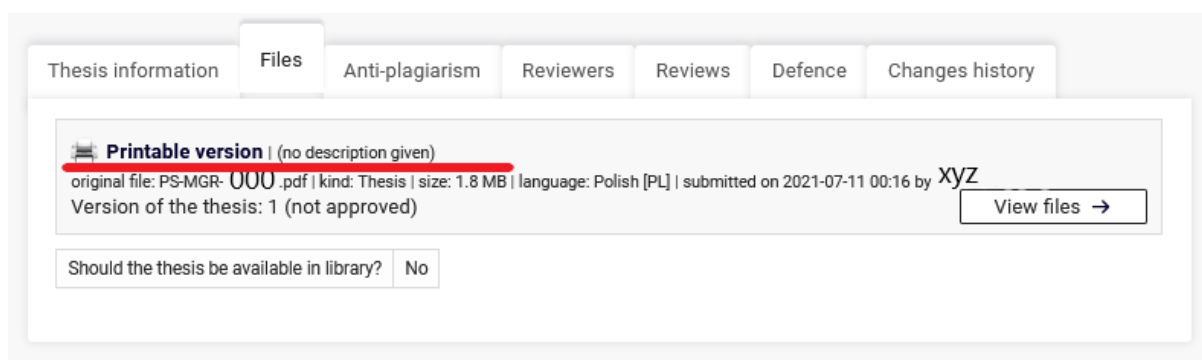The knowledge basis and instructions on the interpretation of the similarity report are available from the system delivery at: https://jsa.opi.org.pl/home/login

Stage 4. Writing reviews

Status

Printing the thesis - if required

If the Dean's Council determines the requirement to submit a paper version of the thesis, the student submits to the Dean's Office, within the set time limit, one copy of the diploma thesis printed from the Archive of Diploma Theses System (APD). The version for the Dean's Office may be printed after the final version of the thesis is approved by its supervisor. The version for the Dean's Office must be in the form of a double-sided printout on A4 paper sheets, in paperback intended for personal files student. To download the thesis, click: Printable version.

If the Faculty requires to submit an electronic version of the thesis to the Dean's Office, the printed version should be downloaded <u>at this stage</u> – clicking on "Printable version".

ATTENTION! The downloaded or printed thesis will contain control numbers. The Dean's Office employees are obliged to verify if the paper version of the thesis submitted by the student is the same thesis that was uploaded to the APD system.

Review

If the Dean's Council does not determine otherwise the thesis supervisor and the reviewer enter the review into the APD system at this stage. A red review icon displayed next to the name of the supervisor or reviewer indicates no review, and a green review has been entered. In order to view the review, click on the green icon.

Status

After clicking on the icon, a window with the review and the review data will pop up (15) as well as the review file (if the supervisor/reviewer has uploaded the review from a file), or the content of the review with the option to download it in PDF format (if the reviewer has completed the form in the Archive of Diploma Theses system (APD).

UMCS

← back to thesis

Review data	
Thesis title:	XYZ
Thesis author:	Name and surname
Keywords:	XYZ
Question set:	[PS] WPiP
Reviewer:	Name and surname
Version of the thesis:	1
Date of issue:	July 11, 2021

Here you can send a message to the reviewer ✉

Files attached to the reviewed thesis version

🖨 **Printable version** | (no description given)
original file: PS-LIC-   .pdf | kind: Thesis | size: 875.4 KB | language: Polish [PL] | submitted on 2021-06-25 11:49 by
Version of the thesis: 1

Content of the review

📄 download as PDF

1.	Czy treść pracy odpowiada tematowi określonemu w tytule?
	XYZ
2.	Ocena układu pracy, struktury podziału treści, kolejności rozdziałów, kompletności tez itp.
	XYZ
3.	Merytoryczna ocena pracy
	XYZ
4.	Inne uwagi
	XYZ
5.	Czy i w jakim zakresie praca stanowi nowe ujęcie problemu?
	XYZ
6.	Charakterystyka doboru i wykorzystania źródeł
	XYZ

Stage 5. 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 defense.

Thesis after defence

When the thesis is defended and the number of the obtained diploma is entered into the USOS system, the information about this fact will appear in the system in the "Author" section, and the thesis status will change to "Thesis has been defended"   .