

Manual

Diploma thesis in APD application - version for the author of the Diploma thesis

Version 10 (4.01.2021)

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I. Scope of the manual.

This manual describes the activities that the author of the diploma thesis performs in the APD application. The process of supplementing the data necessary to describe the abstract, keywords, and submit the diploma thesis in electronic version and correspondence with the promoter and reviewers are described.

II. Logging into the application and form' elements.

The composition menu is used to navigate in the Archives of Diploma Theses (hereinafter abbreviated as APD) consists of two parts: on the black bar under the header with the application logo (top menu) and in the grey panel on the left side (left menu). The top menu divides the applications into several main sections, and in the left menu there are links to the pages that make up a given section. After logging into the application page, the My theses tab has information about your theses (left column), assignments (right column) and upcoming exams. Theses and tasks are grouped according to the type of activity to be performed.

The theses preview first shows theses with the latest date of defence. In preview tasks are shown first of all theses with the upcoming defence date, and then theses without the entry date and with the date of the defence in the past.



This page contains a preview of the tasks waiting for you, your work, upcoming exams and proposals of thesis topics. Tasks and works are grouped according to your role and the type of activity to be performed.

[More](#) ▾

 [My page in a catalogue](#)

Diplome theses

 Author

Test thesis 1
Test student

Test thesis 2

[Show all](#)

TASKS

 Complete the information

Test thesis
Test student

Test thesis 2

[Show all](#)

Picture 1 Logging into the application and application elements - my works tab

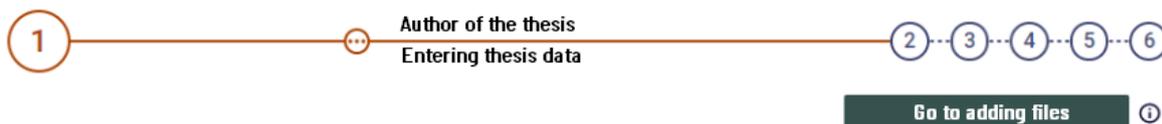
III. Completing the information about Diploma thesis in the APD application.

After clicking the link with the title of the thesis in the Tasks column, the system takes the user to data completion form. At the top of the form is the title of the diploma thesis and below the successive stages of the diploma thesis are presented. The stages are presented with a description of the task and with a specification of the person who is to perform this task.

Test thesis
Engineering thesis

[← go back to the previous page](#)

Thesis status



Picture 2 Description of the next stages together with their participants

1. Information about the abstract and keywords.

In the first stage of the thesis status, we define the original language of the diploma thesis, abstract in the Polish language and, if necessary, in English, and the keywords of the diploma thesis.

Thesis information
Files
Antiplagiarism
Reviews

Thesis informations

Save

Thesis language	Polski [PL] ⓘ
Title:	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px;">🇵🇱</div> <div style="border: 1px solid #ccc; padding: 2px;">Test thesis</div> </div> <div style="display: flex; align-items: flex-start; margin-top: 5px;"> <div style="margin-right: 5px;">🇬🇧</div> <div style="border: 1px solid #ccc; padding: 2px;">ang</div> </div> <p style="font-size: 0.8em; margin-top: 5px;">Limit 1000, 3 characters entered</p>
Author:	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px;">🇵🇱</div> <div style="border: 1px solid #ccc; padding: 2px;">Test student</div> </div> <div style="margin-top: 5px;">engineer on the AiRAU-S17 programme</div> <div style="margin-top: 5px;">Data of the diplome examination: none</div>
Organizational unit	Silesian University of Technology
Data of the approval of the topic	April 1, 2020
Abstract:	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px;">🇵🇱</div> <div style="border: 1px solid #ccc; padding: 2px;">Test abstract</div> </div> <p style="font-size: 0.8em; margin-top: 5px;">Limit 4000, wprowadzono 20 znaków</p>
	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px;">🇬🇧</div> <div style="border: 1px solid #ccc; padding: 2px;">ang</div> </div> <p style="font-size: 0.8em; margin-top: 5px;">Limit 4000, wprowadzono 3 znaków</p>
Keywords:	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px;">🇵🇱</div> <div style="border: 1px solid #ccc; padding: 2px;">Test keywords</div> </div> <p style="font-size: 0.8em; margin-top: 5px;">Limit 1000, wprowadzono 13 znaków</p>
	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px;">🇬🇧</div> <div style="border: 1px solid #ccc; padding: 2px;">ang</div> </div> <p style="font-size: 0.8em; margin-top: 5px;">Limit 1000, wprowadzono 3 znaków</p>
Reviewer	Małgorzata Opelińska ✉
Thesis status ⓘ	Entering the data about the thesis by the author
Archiving status ⓘ	For archiving

Save

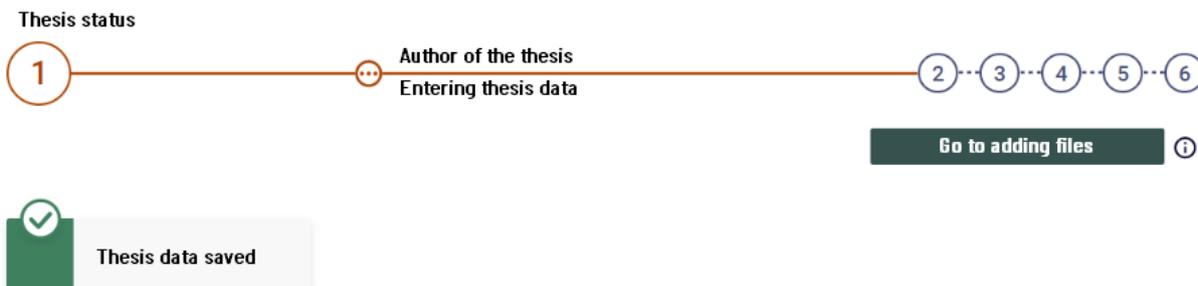
Picture 3 Supplementing the basic data by the author

After entering the data, we save the form with the **SAVE WORK DATA** button. Any change to the form should be saved. Until the button that takes you to the next step is clicked, it is still possible to edit work data. Thanks to this, you can add additional data even many times, also after logging out and logging back into APD.

2. Adding files with Diploma thesis and other files.

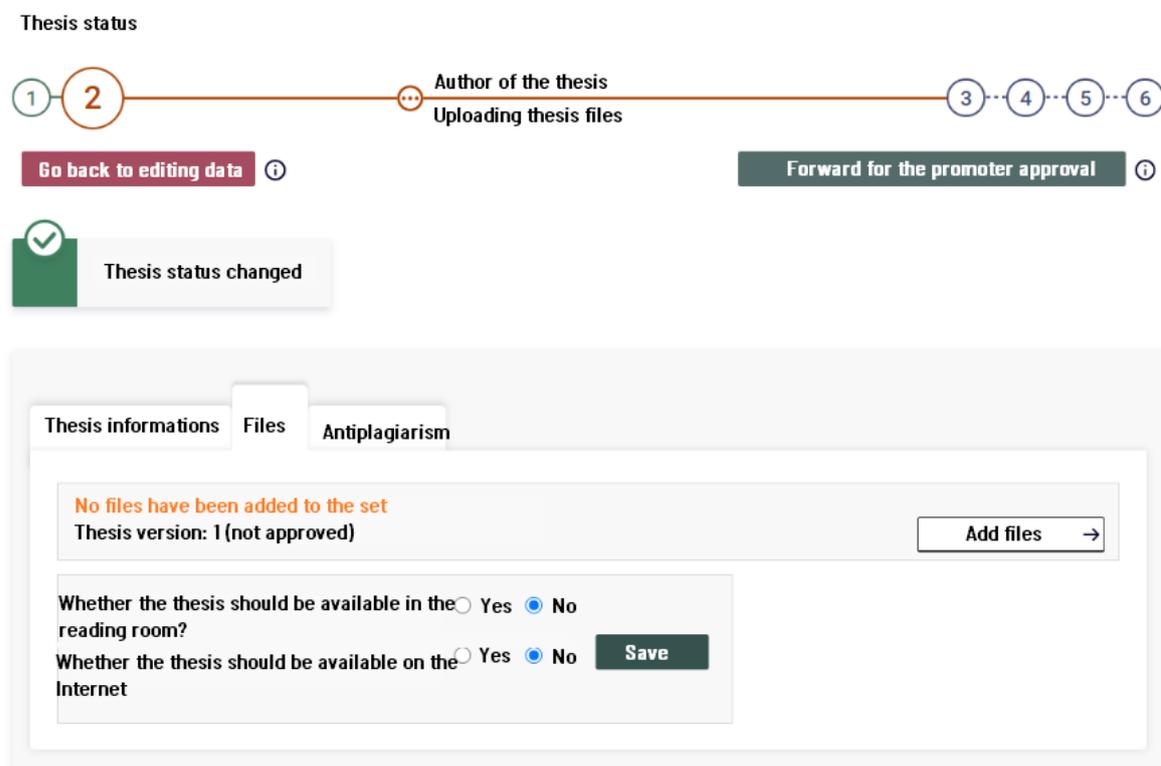
After completing all the data, as abstracts, keywords and saving the form, another button will appear the one taking the author of the work to the second stage.

Test thesis
Engineering thesis



Picture 4 Button to the next stage - adding files regarding diploma thesis

In the form presented below in stage 2, we already have an active link that we can use to go through a form for uploading a diploma thesis file and additional files.



Picture 5 Link to the form for adding files with diploma thesis

a. Adding a Diploma thesis file.

On the file adding form, first we add the file with the diploma thesis.

Click the "Add files" button in the type line, we select the Thesis option from the list. We can add only one file specified as Thesis.

Below the definition of the file type, the application will display the requirements for the uploaded file:

- file format - (most often it will be a PDF file),
- size - specifying how large the file can be,
- file name structure - if a given university requires a specific name of a diploma thesis file – then the system will not allow adding a file with a name other than that provided for by the given scheme shown in the application.

In addition, we specify the language of the submitted work and we can add an additional description of the thesis.

Nr	Set components	APPROVED
1	no attachments included	NO

Add file ⓘ

Type:	<p>Thesis</p> <p>Maximum number in a set: 1 Maximum file size: 10,0 MB Allowed extensions: .pdf</p>
File:	<p>Select file No file selected</p> <p>The authors' PESEL number in the file name will be automatically changed to their identifiers in the USOS system</p>
Content language:	<p>Polski [PL]</p>
Description:	<p></p> <p>Limit 300, 0 characters entered</p>

Add to the set

Picture 6 Adding a thesis file

After the file is loaded, it will appear in a given set of files ready for approval by the promoter.

 Attachment added to set 1: "Instrukcja_-_Grupy_dziekańskie_-_POLSL.pdf"

Nr	Set components	APPROVED
1	 XYZ.pdf type: XYZ size: MB ...	NO

Picture 7 The diploma thesis file has been added

b. Adding additional files and other items related to the diploma thesis.

If there is a need to add an additional file - add it by specifying the **file type as Other**. The APD application will show what requirements must be met by such a file to add it to the set. You can add a few additional files of the type Other.

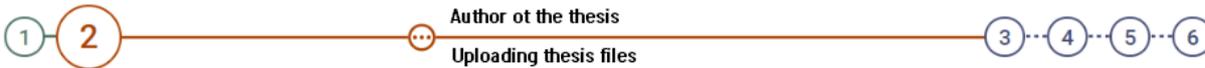
IV. Sending the Diploma thesis to the promoter - approval or the message for correction.

After adding the necessary files with the diploma thesis, use the button to return to the main window of the form "Go back to thesis." If we have all the completed data in the system, we can send the work to the thesis promoter for review and approval.

Test thesis 2
Engineering thesis

[← Go back to the previous page](#)

Thesis status



[Go back to editing data](#) ⓘ
 [Forward for the promoter approval](#) ⓘ

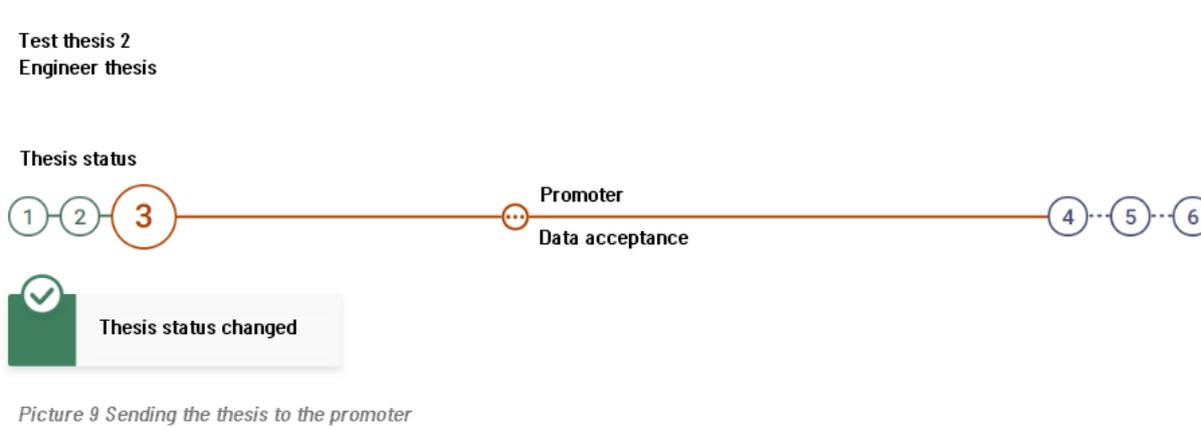
Thesis informations Files Anti plagiarism

Thesis informations

Thesis language	Polski [PL]
Title:	 Test thesis 2  Diploma thesis
Author:	Student TestowyMC   inżynier na programie AiRAu-S17
Thesis promoter:	Małgorzata Opalińska 

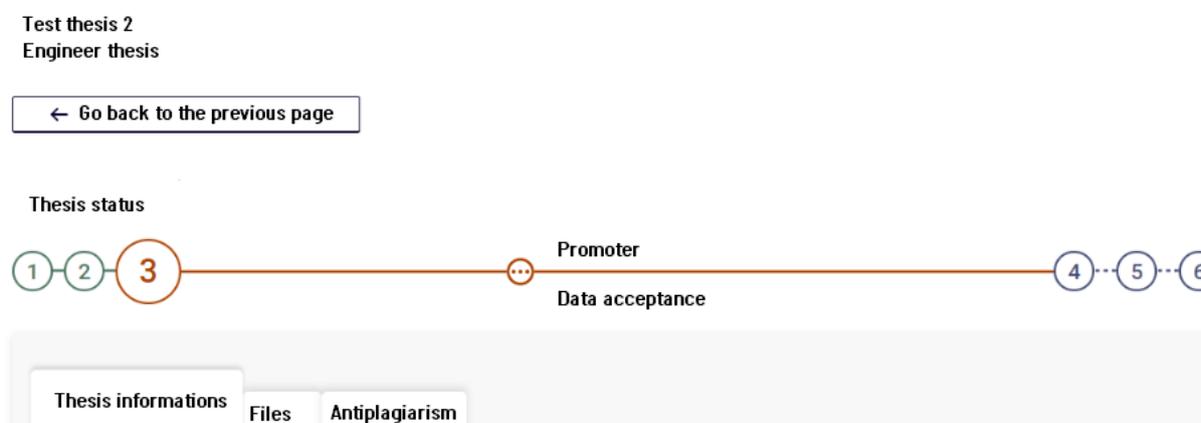
Picture 8 Sending the diploma thesis to the promoter

When the thesis is submitted for approval, the APD application sends an e-mail to the promoter with information about availability of the thesis to be checked. Below, the status of the thesis sent to the promoter.



By logging into the application, the promoter has the opportunity to approve the diploma thesis or send it for improvement - e.g. to complete missing information. In the case of sending back for correction, the diploma thesis returns to the author of the thesis along with the promoter's comment, while the status of the thesis is withdrawn to author input.

After corrections and posting correct files - we send the thesis again to the promoter for approval. When the promoter approves and directs the thesis for review, the author will receive the thesis mail notification.



V. Issuing a review by the Reviewer of the Diploma Thesis.

After the diploma thesis is accepted by the promoter, the thesis is directed to designated reviewers.

Test thesis 2
Engineer thesis

← Go back to the previous page

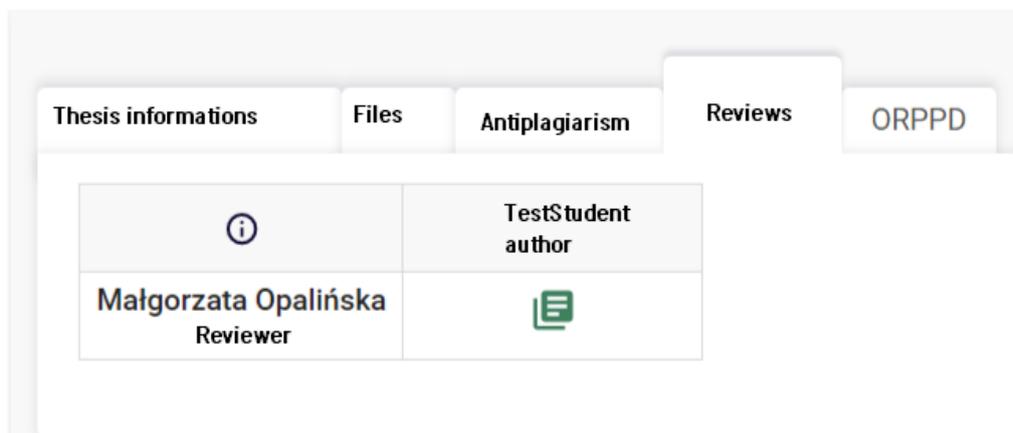
Thesis status



Picture 10 Change of status for issuing a review

The reviewers determine the evaluation of the diploma thesis and the description of the review. At the moment if at least one of the reviewers will give a rating, the author of the work will receive an e-mail with a notification about the possibility of viewing review app.

After issuing a review, by logging into the application, you can view the review description in the Reviews tab by a given reviewer. The green icon means that the reviewer has rated the diploma thesis.



By clicking on the icon, we go to the details of the review.

VI. Downloading the version for printing the thesis.

After all reviews have been issued, the status of the diploma thesis in the APD application will change to **Diploma Thesis ready for defence**.

Thesis Status

Thesis status



Picture 11 Thesis status change

After logging into the application, download the print-ready version and submit it to the university dean's office. This version contains a control description of the diploma thesis pages thanks to which the dean's office will have confirmation of the originality of the thesis in paper version with the version placed in the APD system.

Review
Test thesis 2

[← Go back to thesis](#)

Review data	
Thesis title:	Test thesis 2
Thesis author:	Test student
Keywords:	keywords
Set of questions:	[DYP_REC_INZ_LIC] Zestaw recenzji projektu inżynierskiego i pracy licencjackiej
Reviewer :	Małgorzata Opalińska 
Thesis version:	1
Date of issue:	January 1, 2020

Files related to the reviewed version of the thesis

 **Print version**
oryginalny plik: Instrukcja_-_Grupy_dziekańskie_-_POLSL.pdf | rodzaj: Praca | rozmiar: 1,7 MB | język: Polski [PL] | dodany 2021-01-04 14:27 przez Student TestowyMC
Wersja pracy: 1

The content of the review

		 Download PDF
1.	XYZ 1	
	very good	
2.	XYZ 2	

Picture 12 Download the print version

VII. Information on the date of the diploma thesis examination.

After setting the date and location of the diploma thesis examination, the information is published in the APD application.

VIII. Catalogue of diploma theses.

The application allows you to view the entire collection of diploma theses. On the Catalogue tab, we can filter / search for thesis in the entire collection of diploma theses of a given university. Below the searching form and a catalogue tab.

INFORMATION **CATALOGUE** MY THESES

SHORTCUTS

SEARCHING
→ fast
→ advanced

THESES
→ theses catalogue
• test thesis

PERSONS
→ searching

TOPICS
→ topics catalogue
→ searching

Catalogue

Theses search

⊙ Szukaj prac: **Search**
 wszystkie licencjackie inżynierskie magisterskie doktorskie podyplomowe

You can enter a fragment of the title or the names and surnames of the authors or thesis promoters

Catalogue of theses

[browse diploma theses](#) →
[browse postgraduate theses](#) →
[browse PhD theses](#) →

Latest searching

i Lack of last searching

Persons search

⊙ Szukaj osób: **Search**
 studenci i pracownicy studenci pracownicy

You can enter the first part of the first or last name of the person you are looking for

Picture 13 Catalogue of diploma theses