Archiving diploma theses in the APD system - instruction for students

UNIWERSYTET
OPOLSKI

UNIWERSYTECKI
SYSTEM
OBSŁUGI
STUDIÓW

I. Procedure for preparing the diploma thesis

After the Dean's Office employee has entered the thesis information in the USOS system, the archiving process is initiated.

Steps in the workflow of the thesis in the APD (Archive of Diploma Theses):

1. Completing the thesis information in the APD system by the student and approving the author's declaration.
2. Sending a file with the thesis by the student to the Supervisor.
3. Acceptance of the thesis information by the Supervisor and approval of the Supervisor's declaration.
4. Issuing reviews by the Supervisor and the Reviewer.
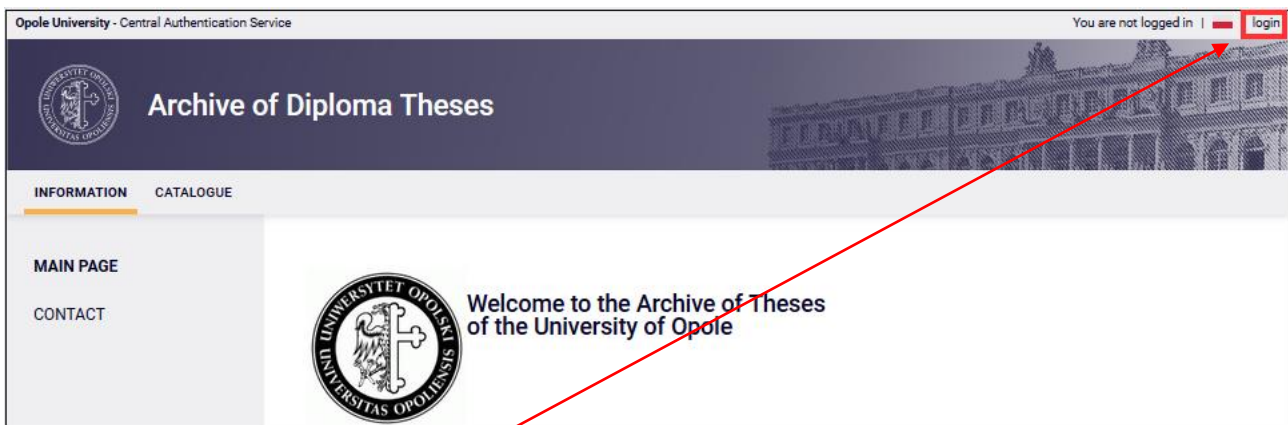5. Thesis prepared for defence.

Supervisor: notifies the student that the pre-approved thesis needs to be uploaded to the APD.

**Student**: enters the thesis data, approves the author's declaration and adds the thesis file.

II. Logging in to the APD

The Thesis Archive (APD) can be found on the website at:

https://apd.uni.opole.pl

After opening the page, click **"login"** in the top right-hand corner**.** This will open the page of the Central Logging System of the University of Opole, where you should enter your **"ID"** and **"password"**, and then click **"Sign in"**.
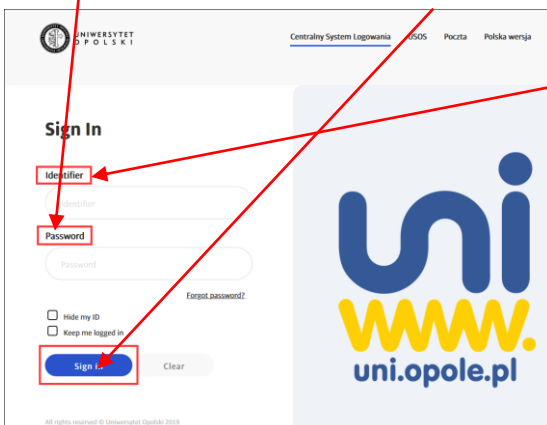
III. Theses and tasks in the APD

After logging in to the APD, you will be transferred to the tab "**My theses** "->" **My theses and tasks**".
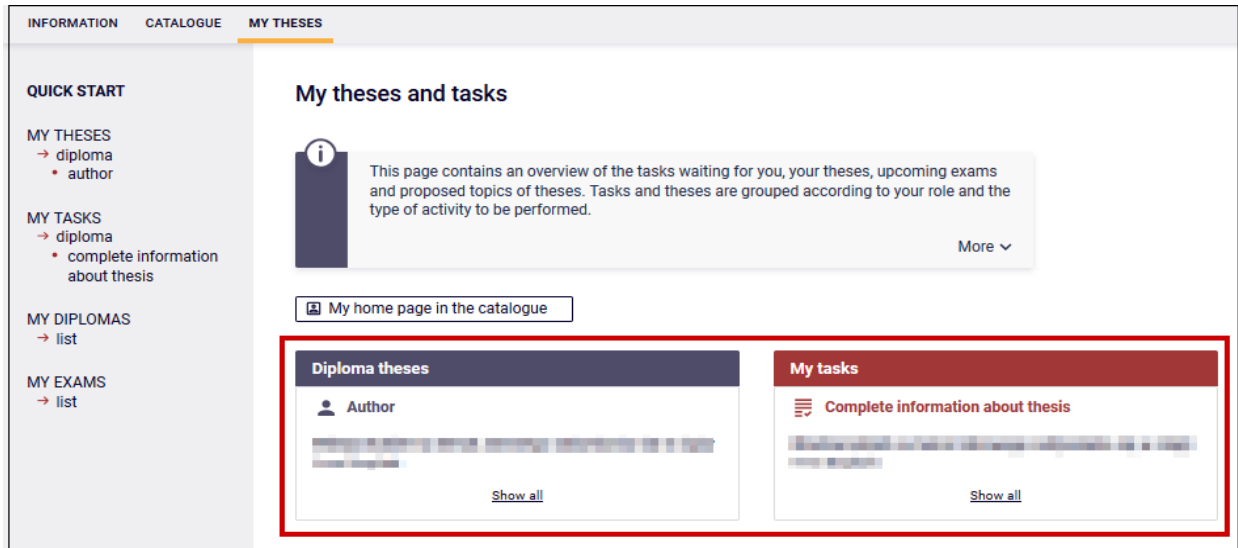

The left-hand side column contains **a list of diploma theses**, the titles of which were previously added by an employee of the Dean's Office in the USOS system.

The column on the right shows **tasks to be completed**, e.g. entering the thesis information or uploading a file with the thesis.

IV. Completing the thesis data and approving the author's declaration.

In order to enter the thesis information, click the title of the thesis in the **"Tasks"** window and you will be transferred to the page where the thesis data can be edited.

The current status of the thesis is displayed at the top of the page.
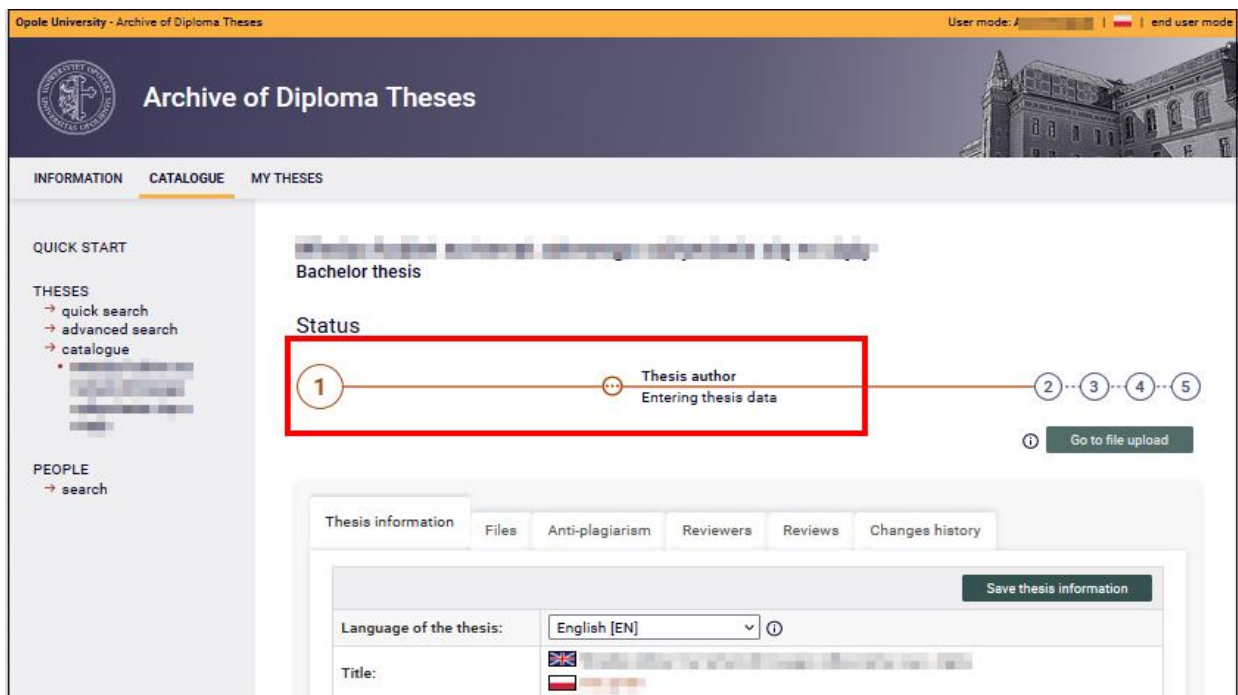
The following should be entered: an abstract of the thesis in Polish and English, key words in Polish and English. Then save the thesis data clickickin **"Save thesis information"**.

The author's declaration that the paper was prepared by the author himself/herself should be read and approved by clicking **"Approve"**.

Accept the message that will appear next.

V. Adding the thesis files

After completing the information about the thesis and approving the declaration, you should go to the next step clicking **"Go to file upload".**

Proceeding to step 2 does not block the possibility of editing the already entered theses data.

Accept the message that will appear next.

Thesis status will change from 'Entering thesis data' to 'Uploading files'. After this step you can still go back to editing the data and correct entered information.

Make sure the data has been saved (click the 'Save thesis information' button).

Are you sure you want to continue?

OK   Anuluj

Next step - uploading the thesis files. Go to the **"Files"** tab and click **"Add files"**.

Status

Thesis author
Adding files

Return to editing data   Forward to the approval of the supervisor

Thesis information   Files   Anti-plagiarism   Reviewers   Reviews   Changes history

No files have been added to this set
Version of the thesis: 1 (not approved)   Add files →
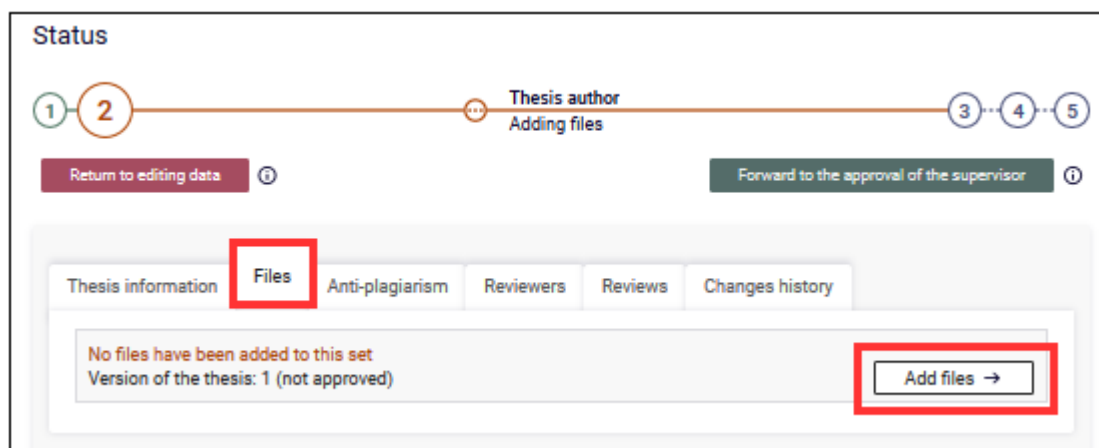
✓ From the drop down list, select Kind: "Thesis".
   NOTE! The THESIS kind file is the main required file to be examined by the anti-plagiarism system and, after its defence, deposited in the National Repository of Written Diploma Theses.
✓ Upload the thesis file in the PDF format (filename: **surname_given name/s of the author_current calendar year**).
✓ In the Description field enter: Bachelor's, Engineer's or Master's thesis.
✓ Click **"Add to the set"**.

In the case of theses to which attachments are created, e.g. a multimedia presentation, a source code of a program, etc., in the given set you should add the file(s) by selecting the **"Practical thesis" Kind**.

Add file ⓘ

Kind:	Practical thesis
	Maximum file size: 2.0 GB
	Legal extensions: any
File:	Przeglądaj... Nie wybrano pliku.
	Authors' personal numbers (PESEL) in the file name will be automatically replaced with their USOS identifiers.
Language:	English [EN]
Description:	
	Limit 300, entered 0 characters
	Add to the set

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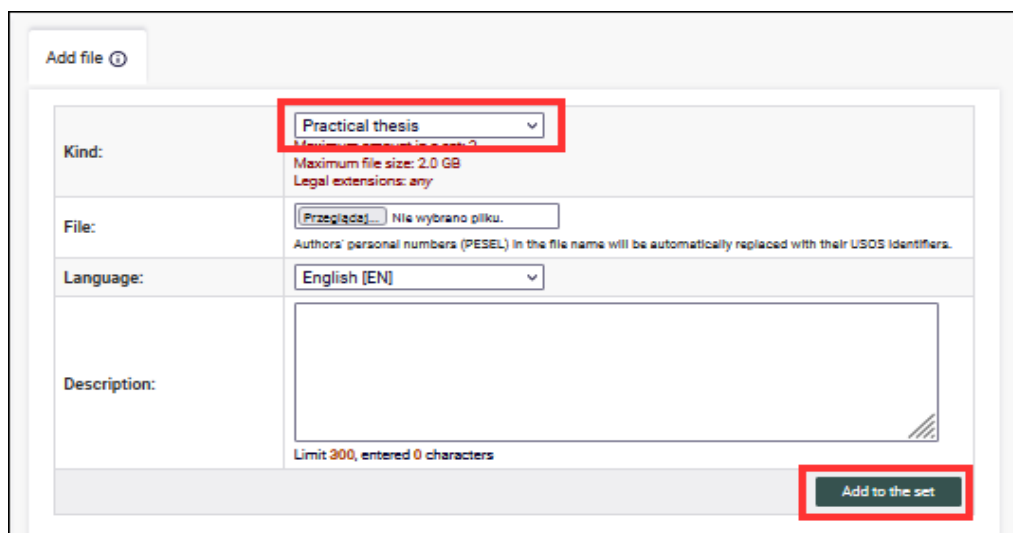
The added thesis files will appear in the list of attachments located at the top of the page.

To remove a file that has been uploaded by mistake, click " Delete".

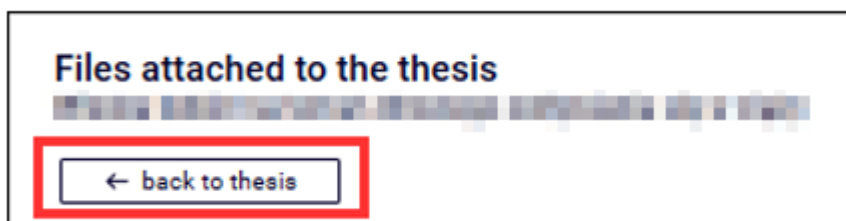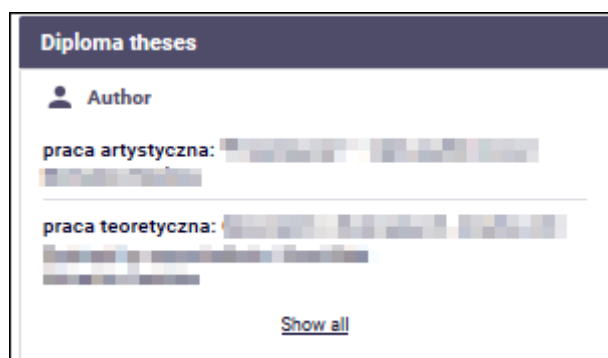It is possible to delete an attached file only before the supervisor approves the file.

After uploading the thesis file and any attachments, you need to return to the thesis data page by clicking **"back to thesis"**.

Once the files have been added, a button allowing you to go to the next step, which is the acceptance of the data by the supervisor, will be activated. At this stage it is also possible to correct the information entered without losing the uploaded files.

ART THESES at the Faculty of Art

In the case of students of the Faculty of Art, two theses will appear in the APD system.

The theoretical thesis is processed as shown above.

For an artistic thesis, an additional set of files of **"Artistic thesis"** **Kind** is created - artistic theses are not subject to anti-plagiarism testing and are not deposited in the National Repository of Written Diploma Theses. The set of files of an artistic thesis may contain additional attachments of the Artistic

thesis kind. Apart from this exception, the artistic thesis is processed in the same way as a theoretical thesis.

VI. Submitting the thesis for verification and approval by the supervisor
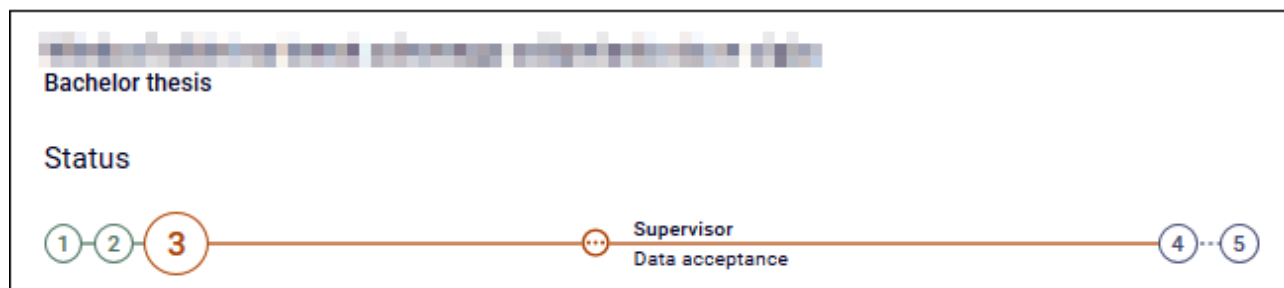
After verifying the correctness of the completed and submitted data, go to the next step by clicking the button: **"Forward to the approval by the supervisor".**

Accept the message appearing in the new window. This action cannot be undone.

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The system sends an automatic email to the Supervisor with the information about submitting the thesis for approval.


The Supervisor will then check the thesis data and the uploaded files.

If there are any errors in the data entered, the Supervisor withdraws the thesis for correction, providing a comment justifying this action. The student is again given an opportunity to edit the thesis data and to add attachments.

If the information entered by the student is accepted, the thesis is submitted to the Uniform Anti-Plagiarism System for checking and the Supervisor after reviewing the report, either submits the work for correction or for review.

After each status change, the student receives an automatic email notifying them of the approval or withdrawal of the thesis for editing.

VII. Issuing reviews
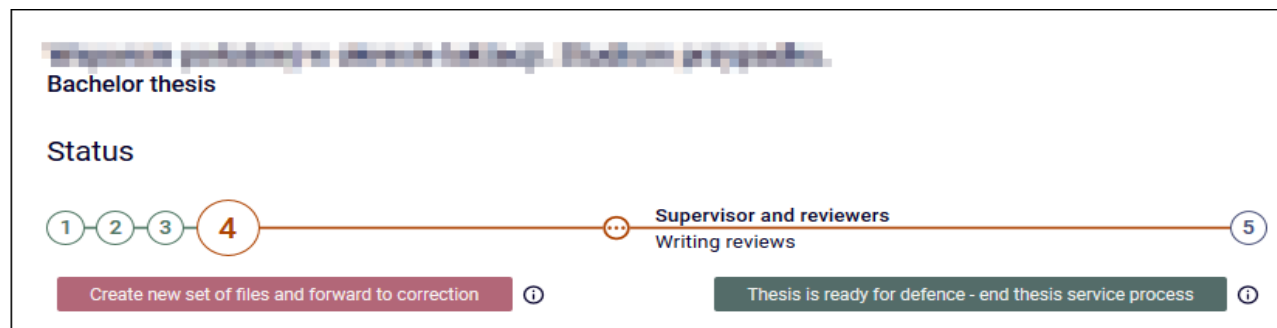
A review should be approved not later than three days before the scheduled date of the diploma exam by clicking the button **"Approve review".** The review will be visible for the student and the thesis automatically will go to the next step.
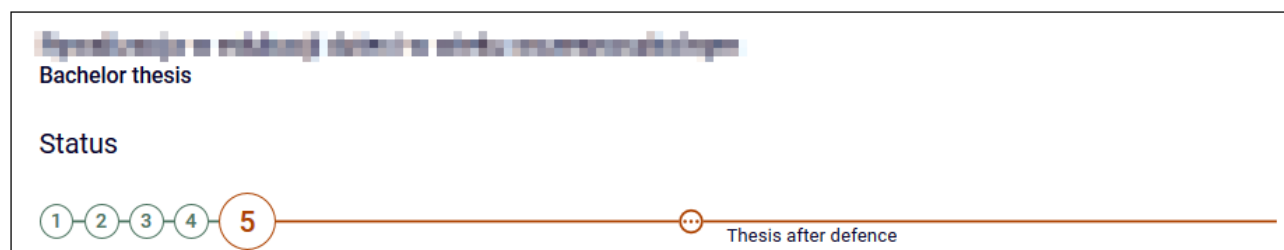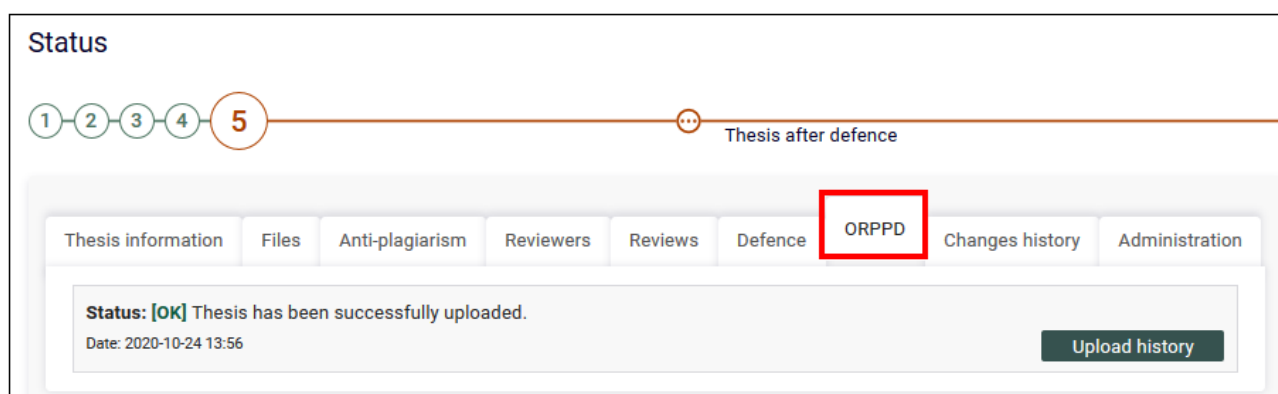
VIII. Archiving the diploma thesis

NOTE!

Diploma theses are archived only in an electronic form in the UO Archive of Diploma Theses system. Theses are not printed out and submitted to the Dean's Office.

Dean's Office employee: enters in the USOS system the date, time and place of the diploma examination on the basis of the information provided by the coordinator of a given programme.

After being defended, the written diploma thesis is deposited in the ORPPD (National Repository of Written Diploma Theses). Appropriate notification is displayed in the ORPPD tab.