

# APD – THESES ARCHIVE

## Instruction for student

*The current Rector's order does not require assembling of diploma theses in printed form.*

## 1. Login to APD

Website address: <https://www.apd.uj.edu.pl>



In order to log in to the APD service, on the APD main page, click the **<login>** link, which will redirect you to the JU Central Login.



 polski

### Login

Enter your ID and Password.

ID:

Password:

On the open page, fill in the fields (ID, password) with your own data and click **<login>**.

## 2. Theses management - "My theses"

(Initially, the diploma thesis data is inserted by the secretariat / dean's office (subject, supervisors, reviewers). If there is no diploma thesis after logging into the APD system, it means that the secretariat / dean's office has not inserted them yet.)

After logging in, the "My theses and tasks" page appears. This page is always available after clicking on the **<MY THESES>** link in the top menu.

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**

**Transition to thesis that needs to be completed**

Prezentacja recenzji na Wydziale Historycznym  
Usos Testowska-Kowalewska

Testowanie - chemia medyczna - promotor  
Usos Testowska-Kowalewska

Testowanie - licencjat na chemii - promotor  
Usos Testowska-Kowalewska

show all

**My tasks**

**Your tasks**

**List of all theses that needs to be completed**

COMPLETE INFORMATION  
Testowanie magisterium religioznawstwo  
Usos Testowska-Kowalewska

My home page in the catalogue

The main content of this page is divided into two modules. The first module **<Diploma theses>** contains a list of theses grouped by the function of the fully logged-in user. In this case, the logged in person is the author of the thesis. The second module **<My tasks>** has a list of theses grouped into separated blocks due to the type of task. To see all the theses click **<COMPLETE INFORMATION>**. In order to go to a given task and complete the information, click on the title of the thesis.

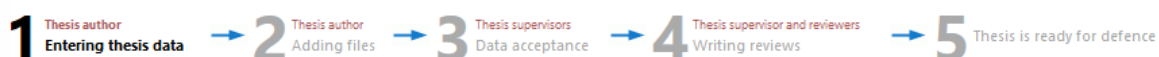
### 3. Inserting thesis data

After clicking on the title of the thesis the following page will appear. All necessary fields of the "Thesis information" form must be filled out. If all data has been inserted correctly, you can save the thesis data using the **<SAVE THESIS INFORMATION>** button. After this action, the **<GO TO FILE UPLOAD>** button will activate (green background), which is under the operating status on the right. At this point, you can still make changes to the form. If all data is correct, you can go to the next step of archiving "Adding files". To do this, click the green **<GO TO FILE UPLOAD>** button.

#### Testowanie magisterium religioznawstwo Master thesis

[back to previous page](#)

#### Status



**Go to file upload** →

**Form to inserting data** → **Save thesis information** →

Thesis information

Language of the thesis:	Polish [PL]
Title:	Testowanie magisterium religioznawstwo Testing Limit 1000, entered 7 characters
Author:	Usos Testowska-Kowalewska Magisterium na religioznawstwie for study program WFz-n306-0-UD-4 Date of defences: not given
Dissertation advisor:	
Organizational unit:	Institute of Religious Studies
Notes - thesis submission:	Data złożenia wstawiona automatycznie w chwili zatwierdzenia pracy przez promotora
	test

### 4. Adding thesis files

After transiting to the status 2 archiving thesis, you can add thesis files. To do this, click the **<Add files>**.

In this step, the availability of thesis in the reading room and on the Internet is also determined. To do this, select the appropriate fields (marked in the picture below) and click the **<SAVE>** button.

#### Files

No files have been added to this set

Version of the thesis: 1 (not approved)

Add files → Add files

Should the thesis be available in library?  Yes  No

Should the thesis be available on the internet?  Yes  No

Parameters of the thesis availability

After transiting to adding files, a form with tabs will appear. Select the **<Add file>** tab. In this tab a form appears, consisting of fields: Type, File, Content language, Description.

To add a thesis file, select Type: **Thesis**. It must be a PDF file. **The file must be text, not in the form of page images.** Then, by clicking the Browse button (File field) select the file with the thesis and in the Content language field, select the language in which the contents of the file are saved.

After these steps you can use the **<ADD TO THE SET>** button to add a file to the set. When you add a file, checksums will be generated that will be needed when verifying the compatibility of the printout and the uploaded file. At this point, you can also add files with thesis attachments. The procedure is the same as when adding a thesis file, except selecting File type as Other. The file extensions allowed for attachments are: ZIP, RAR, 7Z.

Add file *i* Add URL *i* Add a description of the physical location of the thesis *i*

**Add file**

Kind:	Thesis <input type="text"/>
File:	Przełączaj... Nie wybrano pliku. <small>Authors' personal numbers (PESEL) in the file name will be automatically replaced with their USOS identifiers.</small>
Language:	Polish [PL] <input type="text"/>
Description:	<input type="text"/> <small>Limit 300, entered 0 characters</small>

Adding files button → **ADD TO THE SET**

## Files attached to the thesis

Testowanie magisterium religioznawstwo

[back to thesis](#) ← **Link to return to the thesis page**

### List of sets

**i** 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.  
[\(more\)](#)

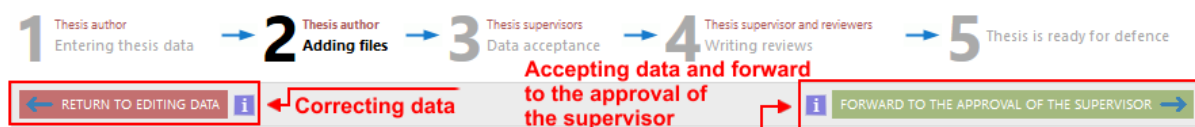
After adding all the thesis files, return to the thesis page using the button: **<BACK TO THESIS>**

## 5. Handing over the thesis for approval by the supervisor

After adding the files, if all the data is correct, you must submit the thesis for approval by the supervisor. To do this, click on the **<FORWARD TO THE APPROVAL OF THE SUPERVISOR>**. After this operation, no further editing of the thesis and file data will

be possible - unless the supervisor rejects the thesis data and returns to thesis for improvement.

#### Status

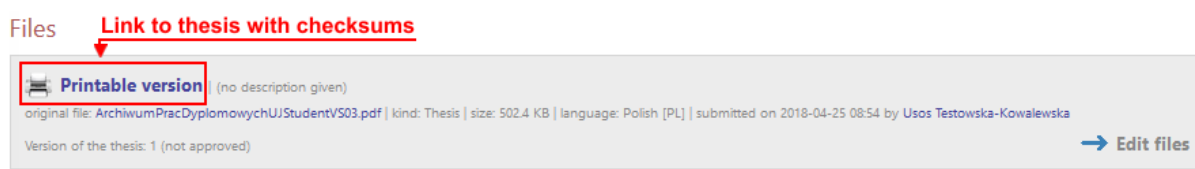


If the thesis data is not correct (error, mistake, typo etc.), you can go back to thesis status point "1 - **Entering thesis data**" to correct this data. To do this, use the **<RETURN TO EDITING DATA>** button.

## 6. Printing and deleting files

*The current Rector's order does not require assembling of diploma theses in printed form. However, if a given unit requires submission of such thesis, please read this section of the manual.*

The submitted thesis file contains checksums, which are plotted on each thesis page. These sums are checked when assembling the thesis at the secretary's office. Checksums on the printed version of the work must coincide with those saved in the system. It is a tool to check if the thesis is actually the one that has been assembled in a paper version. In order to print the thesis, go to thesis (clicking the appropriate title in "My theses"). The next step is to find the "Files" section and click on the "**Printable version**" link. In order to print the file, you should download it using this link, and then print it in paper version.



If you want to upload a different file, you must first delete the previous one. This should be done using the "**Delete**" link in "Set elements".

## 7. Downloading and printing the statement

After confirming the transfer of all files with the **<FORWARD TO THE APPROVAL OF THE SUPERVISOR >** button next to the author's name in the table with its data there is a statement icon. After clicking the icon you can download / open the statement and print it. The statement should be assembled to the dean's office / secretary's office when handing over the diploma thesis.

## Status



## Thesis information

Language of the thesis:	Polish [PL]	<b>Sharing consent</b>
Title:	Testowanie magisterium religioznawstwo Testing	
Author:	Usos Testowska-Kowalewska Magisterium na religioznawstwie for study program WFz-n306-0-UD-4 Date of defence: <i>not given</i>	←
Dissertation advisor:		
Organizational unit:	Institute of Religious Studies	

## 8. Preview of approved reviews

### Reviews

	Usos Testowska-Kowalewska author	
 reviewer		<b>See review</b> ←