Instruction for registering diploma theses in the Archive of Diploma Theses by Students

The procedure of registering a diploma thesis in the Archive of Diploma Theses (APD):

Step	Who	Task
0	Supervisor	Inform the dean's office about the planned defences for which he/she acts as the Supervisor on a template printed from the APD certified with a signature: 1) thesis title in the original language with the student's full name and their index number; 2) the members of the examination board: • supervisor's full name and academic title or degree; • reviewer's full name and academic title or degree; • Board chairperson's full name and academic title or degree; 3) planned date of the diploma examination.
0a	Dean's Office	According to the information concerning planned defenses as described in Step 0, enter the following data into the USOS system: 1) thesis title in the original language with the student's full name and their index number; 2) the members of the examination board: • Supervisor's full name and academic title or degree; • Reviewer's full name and academic title or degree; • Board chairperson's full name and academic title or degree; 3) planned date of the diploma examination. 4) in the field: "Thesis Status in the Archive of Diploma Theses": "**For modification (student is to submit a summary via APD or USOSweb)**" instead of: "Not for modification", in the field: "Archive in APD?" enter: "Archive" instead of: "Do not archive".

1	Student	Prior to the examination enter the following into the APD system: 1) thesis language; 2) thesis title in Polish if the thesis has been written in another language - up to 300 characters; 3) a concise summary of the thesis both in Polish and in the original language if the thesis has been written in a language other than Polish - up to 4000 characters; 4) keywords in Polish -up to 1000 characters; The Department Board may require the student to include English translations of the thesis title and the abstract. In that case the student has to enter translations of the parts described in points 2), 3) and 4) into the APD system.
2	Student	Enter the electronic copy of the thesis in a single PDF file into the APD system prior to the exam (if the thesis contains attachments, they should be entered into the APD system as single compressed files (.tar.gz, .rar, .7z, .gzip, .pdf, .zip)).
3	Supervisor	Send student's thesis to be verified by anti-plagiarism software. Download verification results. Approve thesis data (or requests correction) – back to Step 1.
3	Student	May download anti-plagiarism verification results.
4	Student	After getting the Supervisor's approval of his/her thesis in the APD system, and before taking the diploma examination, submits to the Dean's Office one copy of the dissertation (printed double-sided from the APD system, font up to 12 points, line spacing no wider than 1.5 point) with attachments, bound in a thin cardboard cover with a paper spine in the colour specific for the department as described in the University's Visual Identification System.
4	Supervisor Reviewer	In the APD system complete and approve the form of diploma examination grade. The form constitutes a review authored by both the Supervisor and the Reviewer.
5	Dean's Office	Issues a diploma examination Protocol.

1. Logging in to the Archive of Diploma Theses (APD)

To log in to the Archive of Diploma Theses (APD) go to:

 https://apd.uni.wroc.pl

After you open the page, click in the upper-right corner: **Login** (Figure 1):
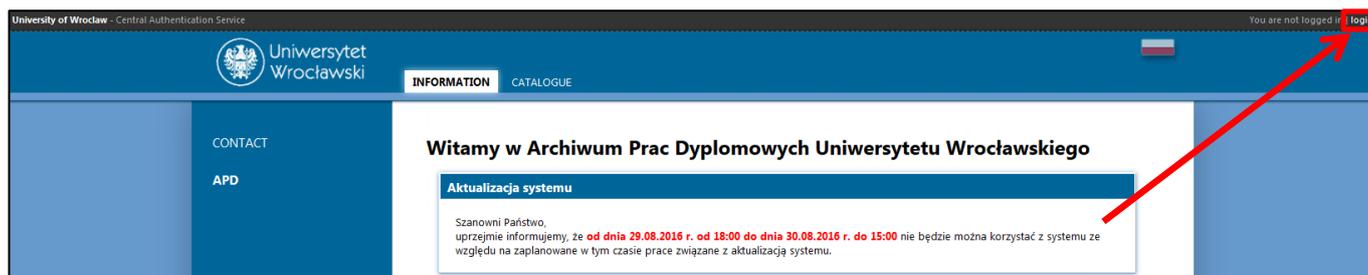
Figure 1

The Central Authentication System page will open. Type in your username and password in appropriate fields. Login and password are the same as those used to log in to the USOSweb system. (Figure 2):
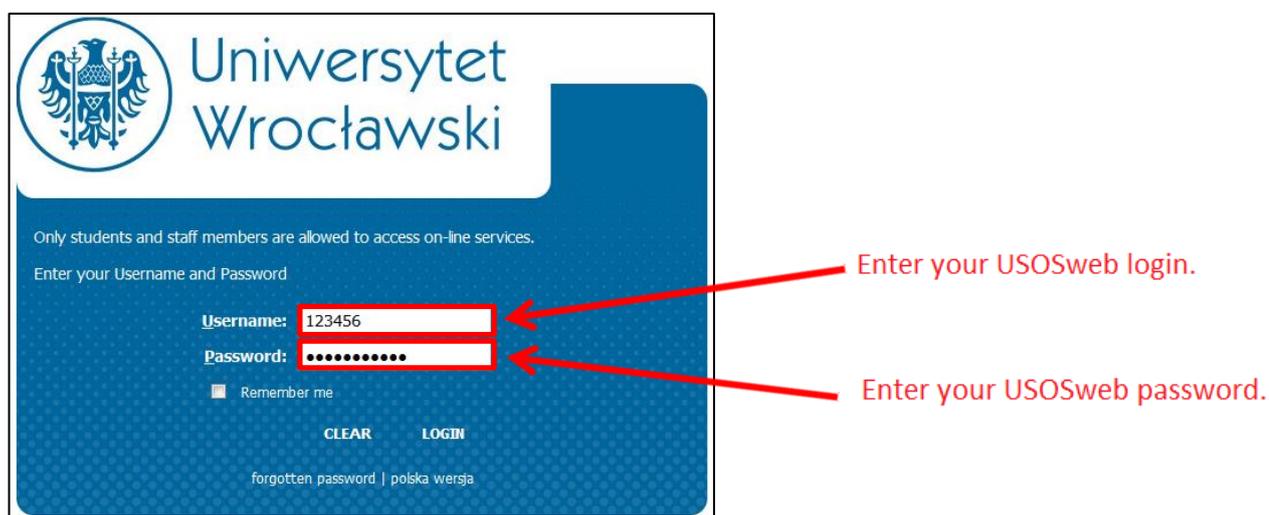
Figure 2:

2. My theses and tasks:

After logging in to the APD, My theses and tasks page will appear. It can be found under My thesis tab in the top menu.

In the left column there is a list of theses whose author is the Student. A thesis will appear in the menu once it is registered in the USOS system by the Dean's Office (Figure 3).

In the right column there is a list of tasks to be performed where the student is required to complete all information (Figure 3):

Figure 3

3. Provide information about thesis

By clicking on the thesis title in **My tasks** (Figure 3), in **Complete information** go to Edit thesis information (Figure 4):

Figure 4

First select the language in which the thesis is written (Figure 4). Depending on the language complete appropriate fields:

- The title in Polish, if the dissertation has been written in a language other than Polish,
- A summary of the thesis in the original language, if the dissertation has been written in a language other than English and in Polish,
- Key words in the original language, if the dissertation has been written in a language other than English and in Polish.

The Department Board may require the student to include English translations of the thesis title and the abstract. In that case the student has to enter translations of the following into English:

- dissertation title,
- abstract,
- keywords.

After completing the information save changes by clicking the **Save thesis data**.

Examples of completed information has been shown in Figure 5:

Figure 5

After you click **SAVE THESIS DATA** a message asking you to confirm the selected operation will be generated (Figure 6). To confirm the operation, click **OK**:
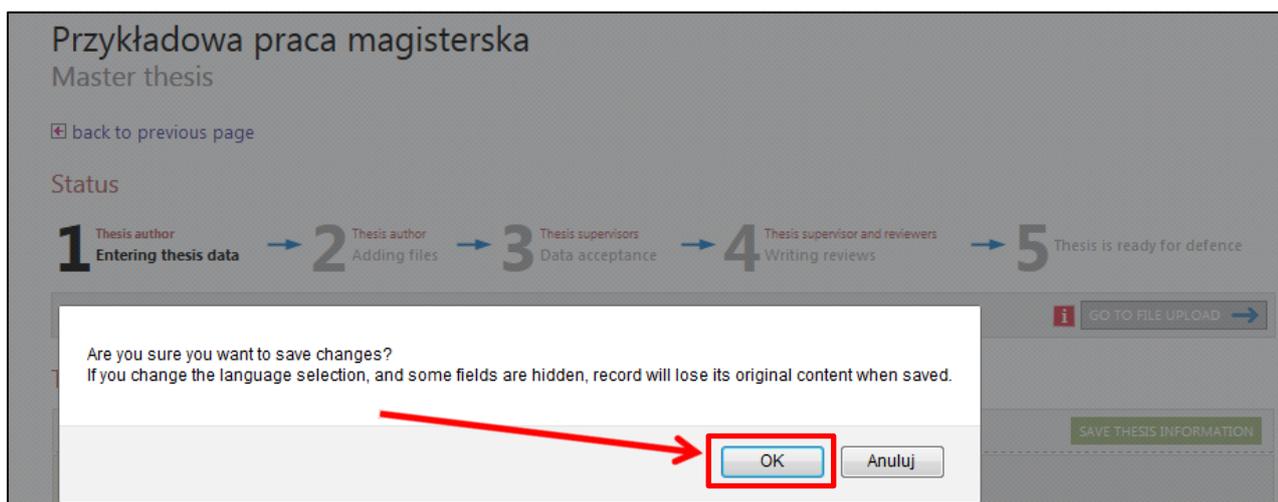
Figure 6

3. Adding attachments

After completing information about the thesis, add an attachment with the dissertation. In order to do so click **Browse to add files** (Figure 7):

Figure 7

The following message will appear (Figure 8):
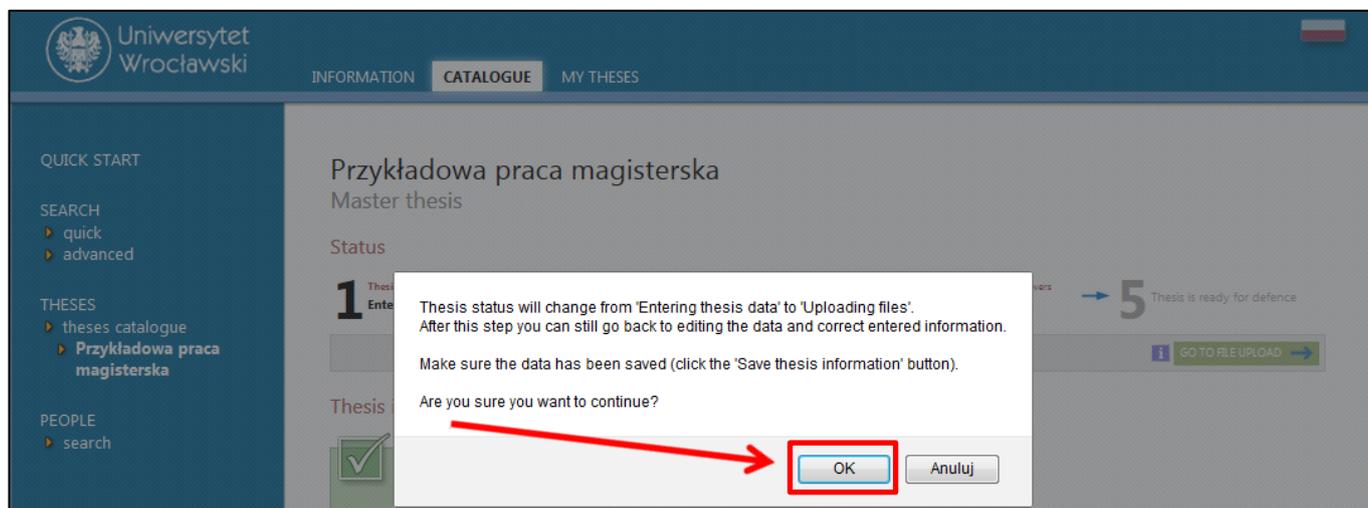
Figure 8

Click **OK**.

To add attachments click **Add files** (Figure 9):

Figure 9

To add a file (Figure 10) with the thesis choose its type: **Thesis** and click **Browse ...** and select a file saved on a disk **in pdf format**.

PLEASE NOTE!

In accordance with directive No. 111/2015 of the Rector of the University of Wrocław of 21 October 2015, the file name should follow the format:

UWr-JJ-AAAAAA-YYYY.pdf

where

JJ is the code of the Department:

21-Department of Philology

22-Department of Historical and Pedagogical Sciences

23-the Department of Law, Administration and Economics

24-the Department Physics and Astronomy

25-Department of Biological Sciences

26-Department of Social Sciences

27-Department of Chemistry

28-Department of Mathematics and Computer Science

29-Department of Biotechnology

30-Department of Earth Sciences and the Environmental Management

76- Interdepartmental Studies of Environmental Protection

77- College of Interdepartmental Individual Studies in Arts and Social Sciences

AAAAAA is the student's number

YYYY is the year of when the file with the thesis was posted

.pdf -the extension must be written in lowercase

Figure 10

A short description of the attachment may also be included.

Adding the attachment should be confirmed by clicking **Add to the Set** (Figure 11):

Figure 11

Each added attachment will be displayed on the attachment list. It can be deleted from the list using the **Delete** button (Figure 12):

Figure 12

If, in addition to the dissertation, you want to add an attachment, use **Other**, then click **Browse** and select a file from the disk (Figure 13).

PLEASE NOTE! All attachments (with the exception of the attachment with the dissertation) must be compressed into a single archive file (.rar, .7z, .gzip, .zip).

Figure 13

After you have added all the attachments, click B**ack to Thesis** to return to the description page (Figure 14):

Figure 14

To return to the page for adding attachments, click **Edit files** (Figure 15):

It is also possible to go back to editing information about thesis (title, abstract, keywords) by clicking **RETURN TO EDITING DATA** (Figure 15):

Figure 15

After completing information and adding attachments containing the thesis it should be forwarded for approval by the Supervisor. To do so, click: **FORWARD FOR APPROVAL OF THE SUPERVISOR** (Figure 15):

Figure 16

This step cannot be cancelled, therefore it requires conformation (Figure 17):
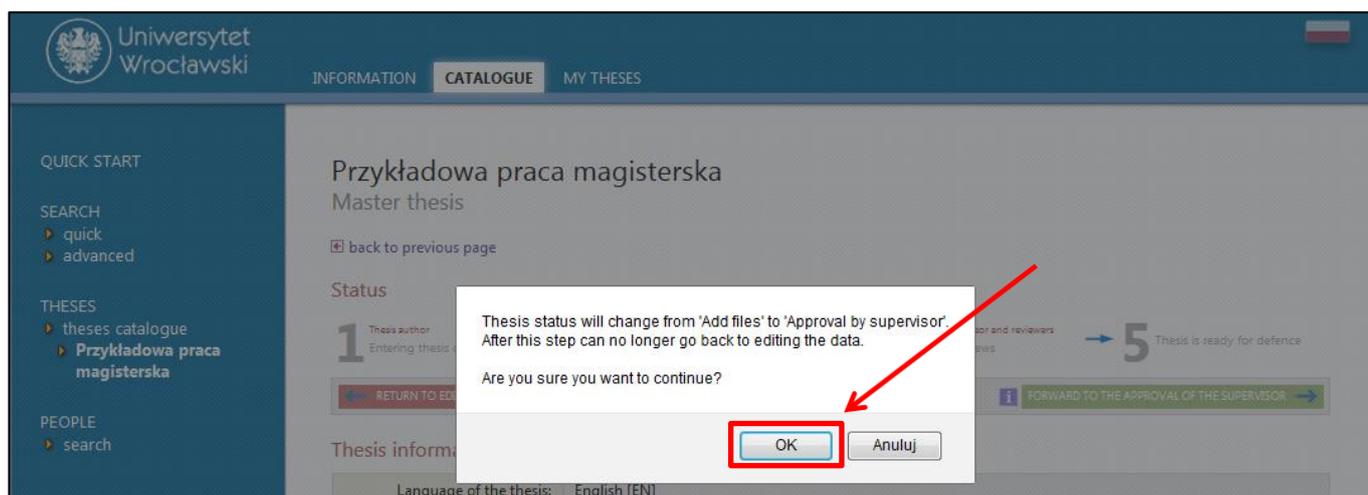

Figure 17

Once approved, click the OK button and the status of the dissertation will change to: **Supervisor should approve changes made by the author** (Figure 18):

Figure 18

The Supervisor will be send an automated email informing her/him the thesis has been forwarded for approval (Figure 19):

Zmiana statusu pracy

You can verify the data entered by the authors.

Tytuł:	Przykładowa praca magisterska
Streszczenie:	Tu wpisz streszczenie w języku angielskim.
Autorzy:	
Kierujący pracą:	
Recenzenci:	
Data złożenia:	brak
Data zatwierdzenia:	Oct. 26, 2016
Status pracy:	**Supervisor should approve changes made by the author**
Status archiwizacji:	**To be archived**

Archiwum Prac Dyplomowych

Figure 19

3. Verification of thesis by the Supervisor

The Supervisor verifies information entered by the student and the attached files (the dissertation file is forwarded by the Supervisor to be scanned by anti-plagiarism software; verification results are made available to the Supervisor):

- Once the data is approved by the Supervisor, the Reviewers can enter their reviews in the APD system.
- If the data entered by the student is incorrect, the Supervisor withdraws the dissertation and sends it back to the student for re-edition. In that case the Student is asked to modify the dissertation data and to delete and upload a new file with the dissertation (Student should retake step 1 and step 2).

The student is automatically informed by e-mail of approval of the thesis or its withdrawal for re-edition.

After the dissertation has been sent by the Supervisor to be verified, the Anti-plagiarism software generates a report.

In accordance with the **Directive No. 98/2016 of the Rector of the University of Wrocław of October 20, 2016** on the introduction of the *Certification procedures and archiving of theses using the Diploma Theses Archive (APD) and anti-plagiarism verification of theses:*

„§ 4. The Dean determines the value of the similarity coefficients of investigated theses which, if exceeded, may indicate a copyright infringement. The value of the similarity coefficients may not exceed:

   1/ the similarity coefficient 1 does not exceed 50%;

      1/ the similarity coefficient 2 does not exceed 5%;

 § 5. To each verified thesis a report is generated with similarities from the anti-plagiarism system in APD, taking into account the similarity coefficient 1 or 1 and 2. The report is available between 7 and 14 days.

The raport from the anti-plagiarism system is made available to the student (Figure 20):

Figure 20

PLEASE NOTE!

It is not necessary for the student to present the report from the system to the Dean's office!

The results of the verification are available in the form of an html report file. The student can read the report and save it to the hard drive of their computer for their own purposes.

In order to save the report as a PDF file, use the **[download]** button (Figure 21). Then:

- in Google Chrome, use the option *Open with [Otwórz za pomocą]* and click **OK** (Figure 21):
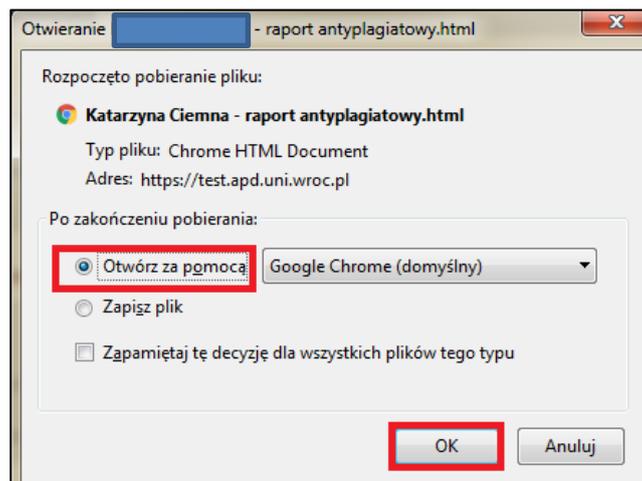
Figure 21

In the next step, please use the menu to *Customise and control Google Chrome [Dostosowywanie i kontrolowanie Google Chrome]* (Figure 22):
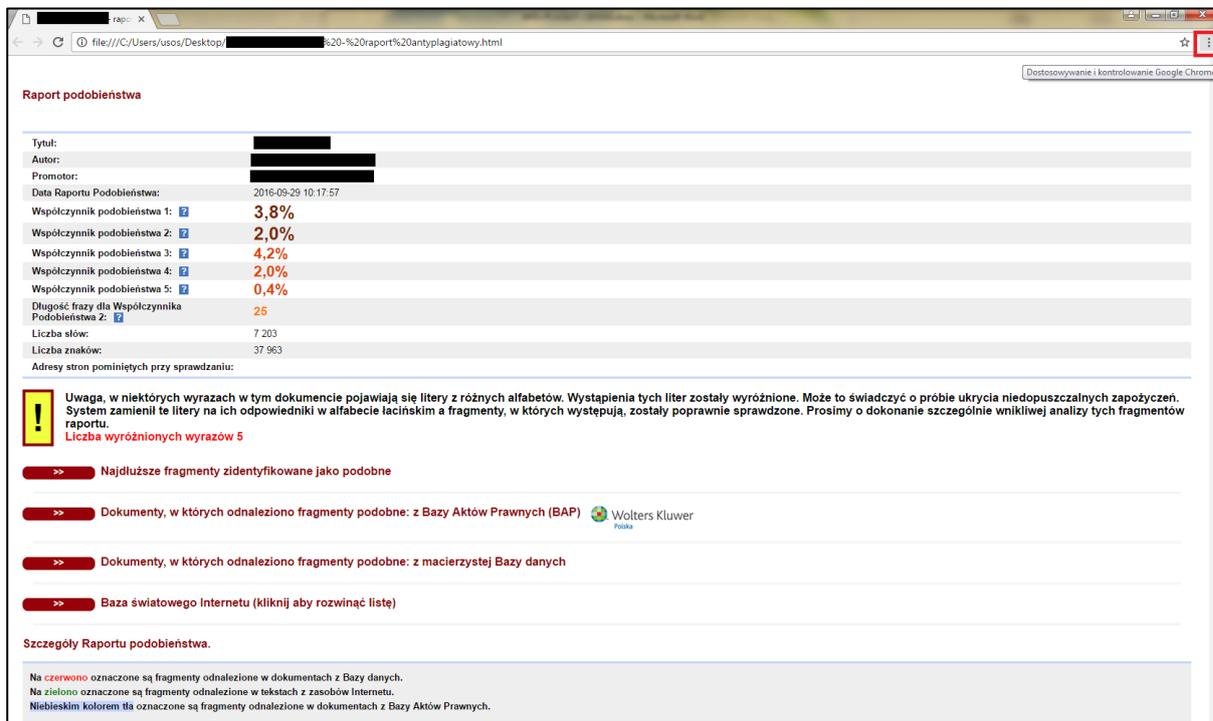
Figure 22

Then select *Print [Drukuj]* (Figure 23):
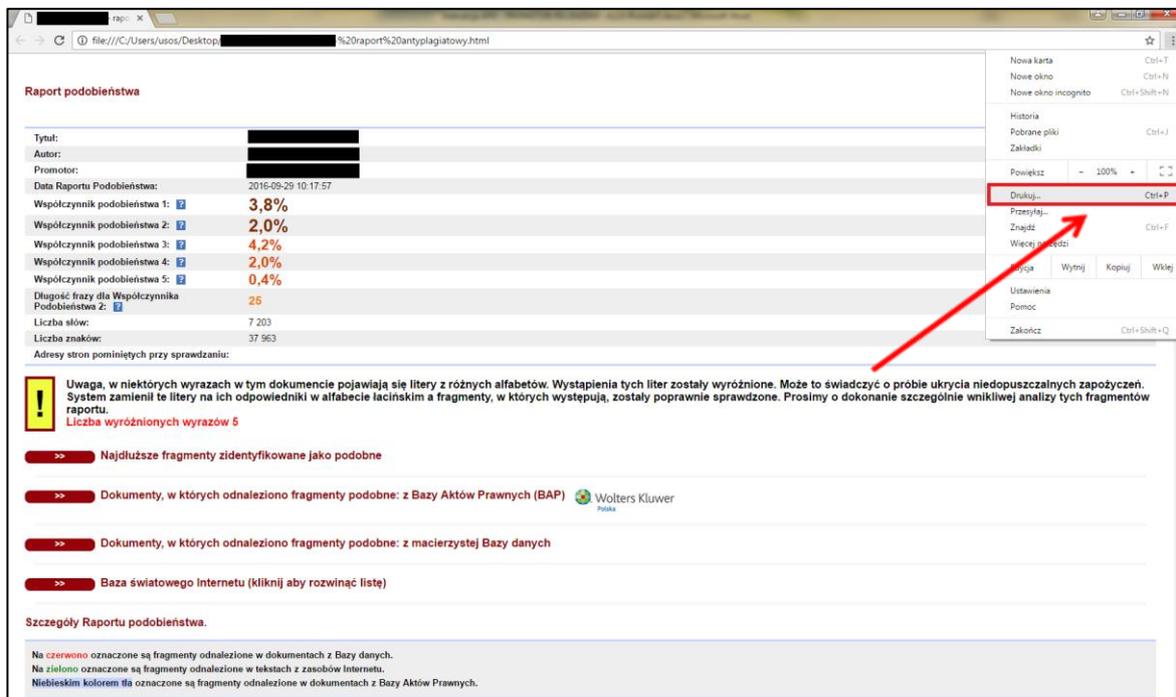
Figure 23

Then use C*hange [Zmień]* (Figure 24):
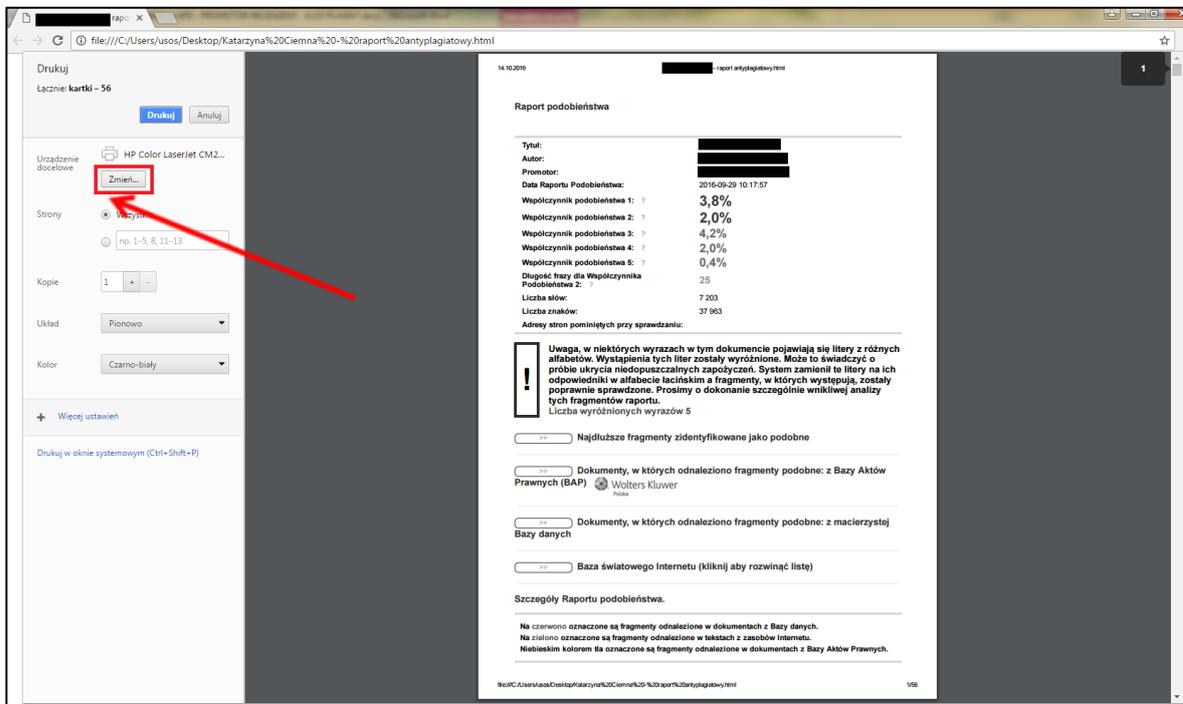
Figure 24

Then select *Save as PDF [Zapisz jako PDF]* (Figure 25):
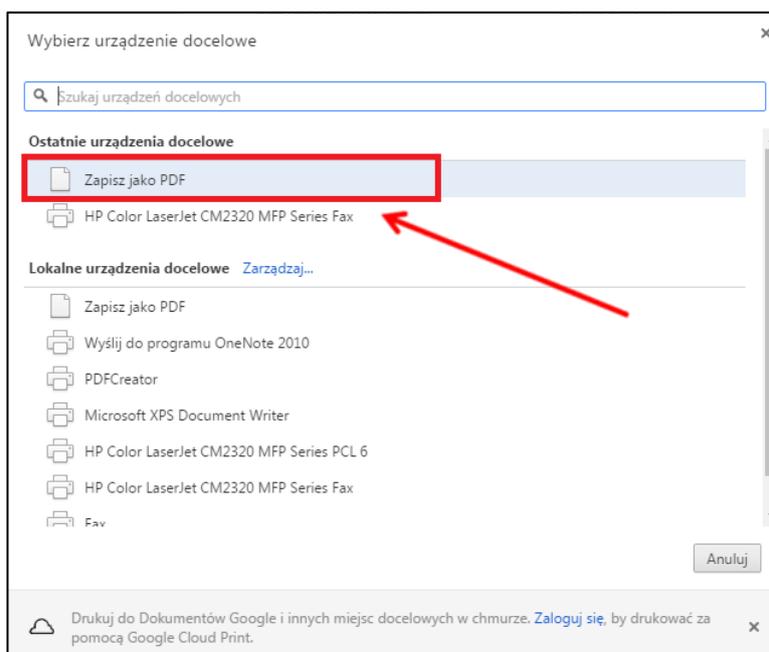
Figure 25

And *Save [Zapisz]* (Figure 26):
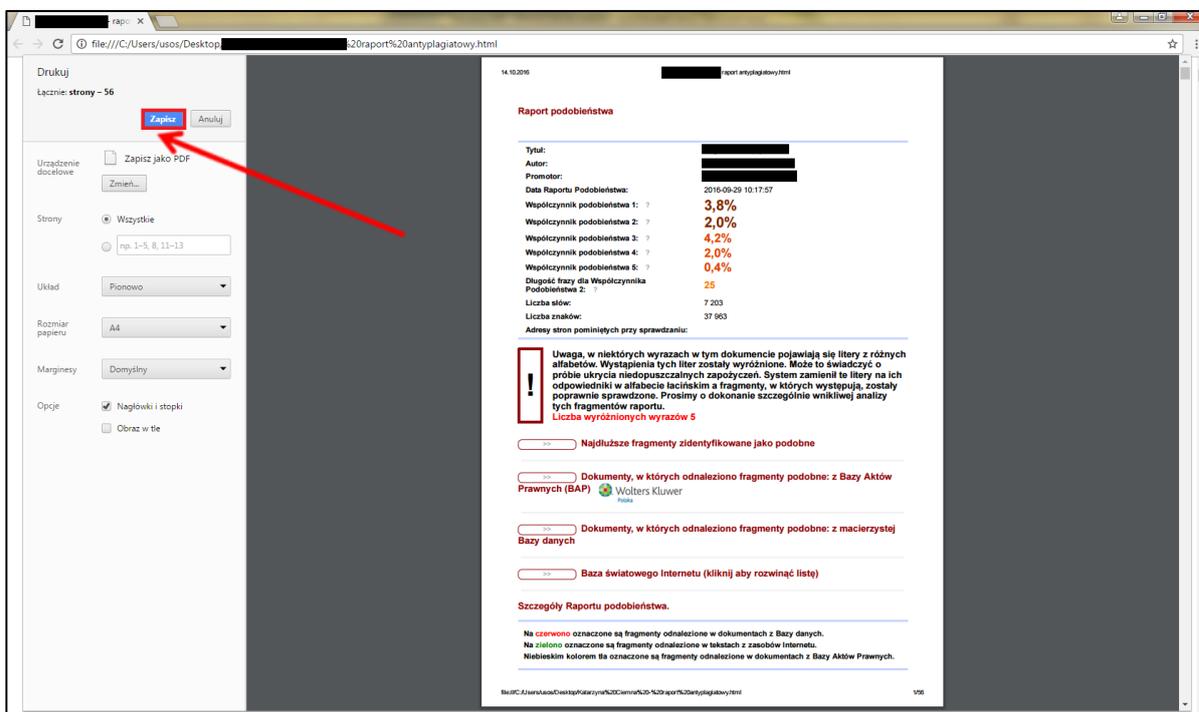
Figure 26

After you determine the place where you want to save the file select *Save [Zapisz]* (Figure 27) the file in PDF format (Figure 28).
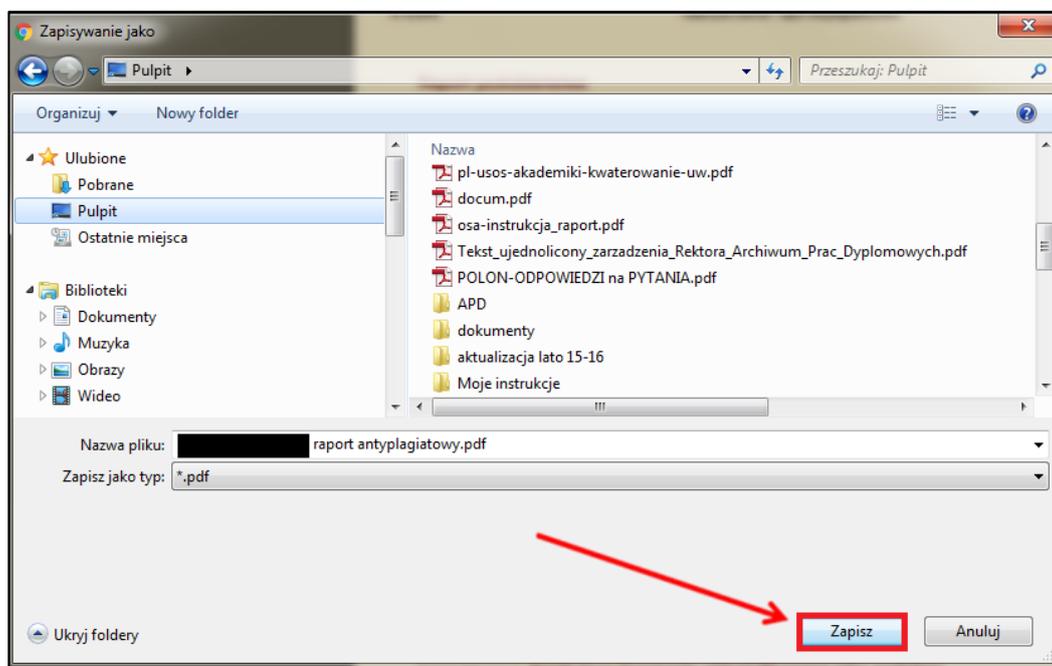
Figure 27
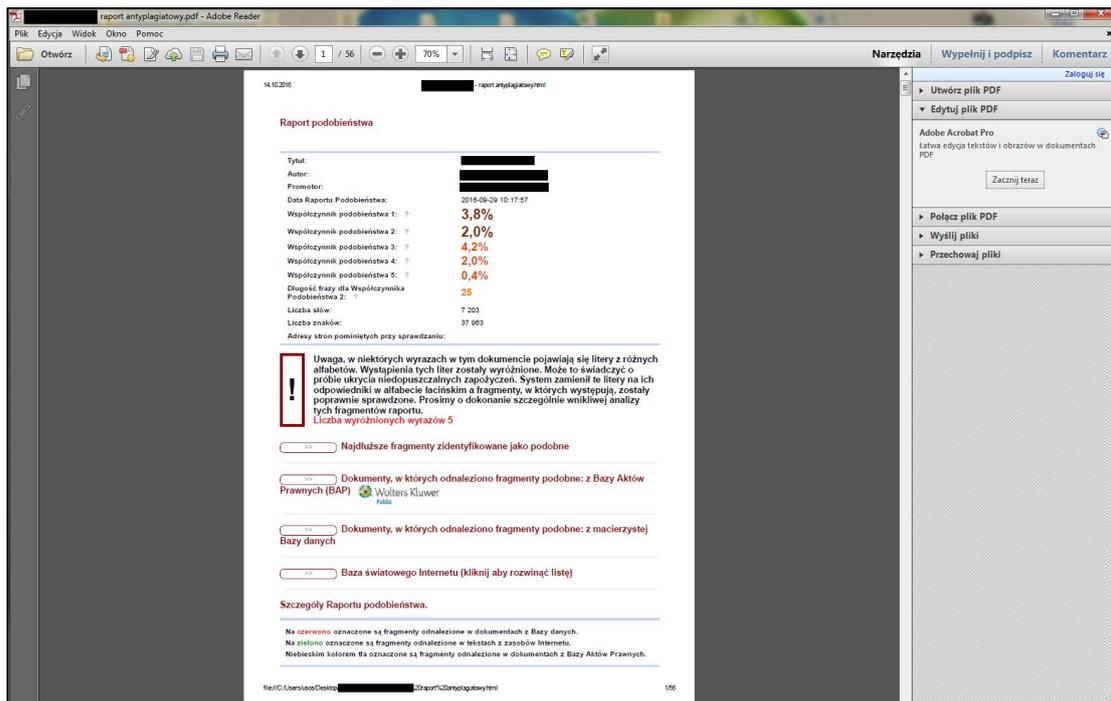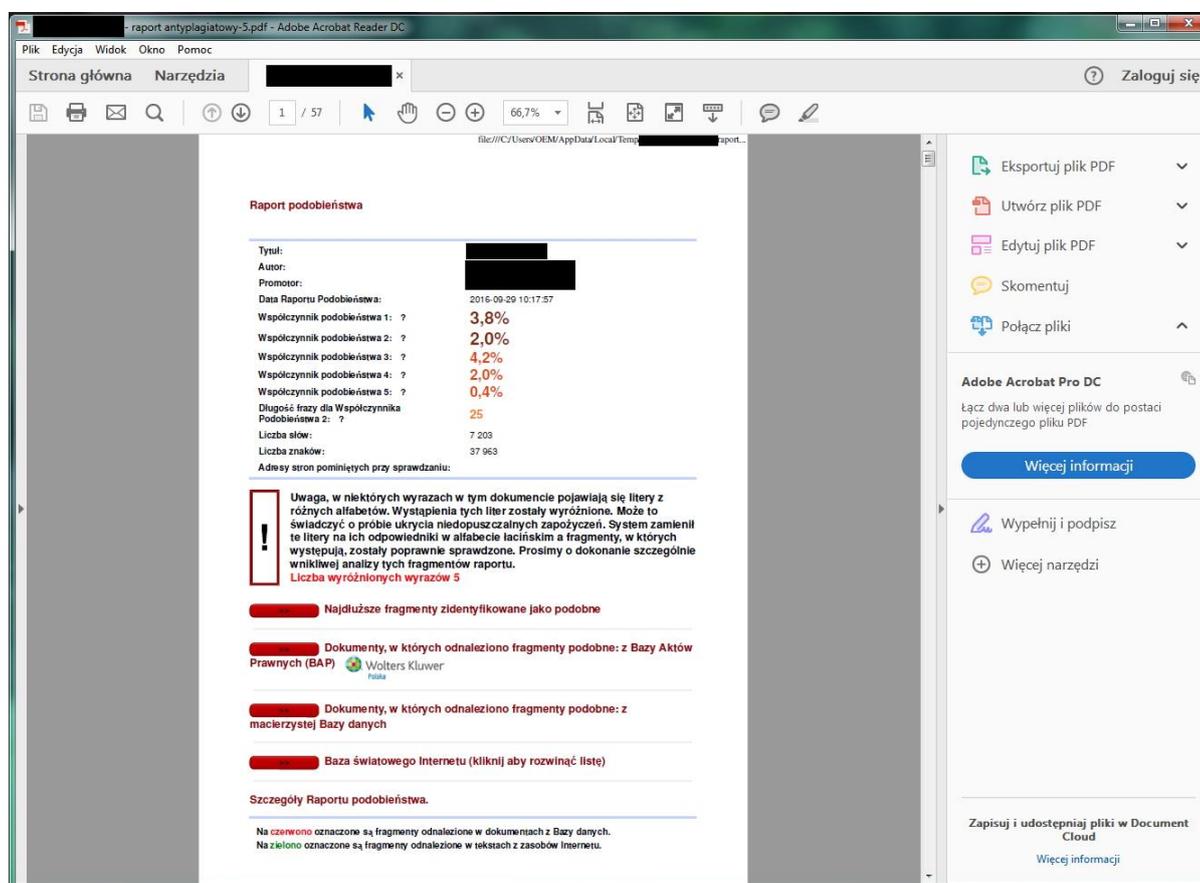
Figure 28

- in Mozilla Firefox, use *Open with [Otwórz za pomocą]* and click **OK** (Figure 29):
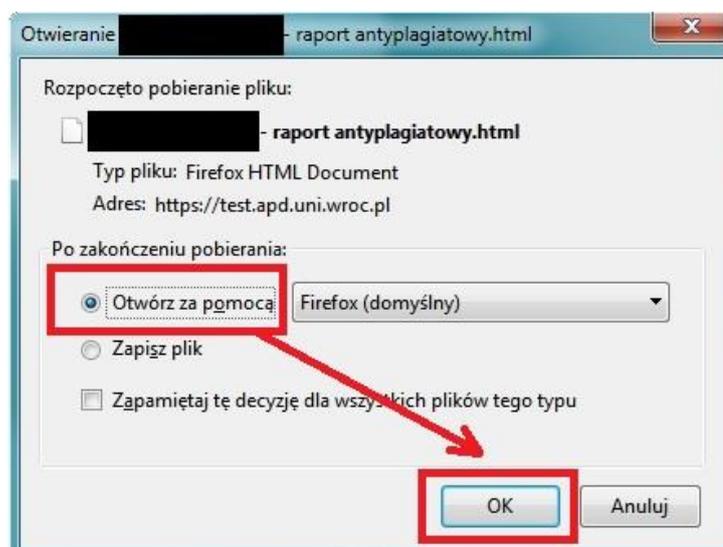
Figure 29

- Then, use the menu by selecting *File [Plik]*/***Print [Drukuj]*** (Figure 30):
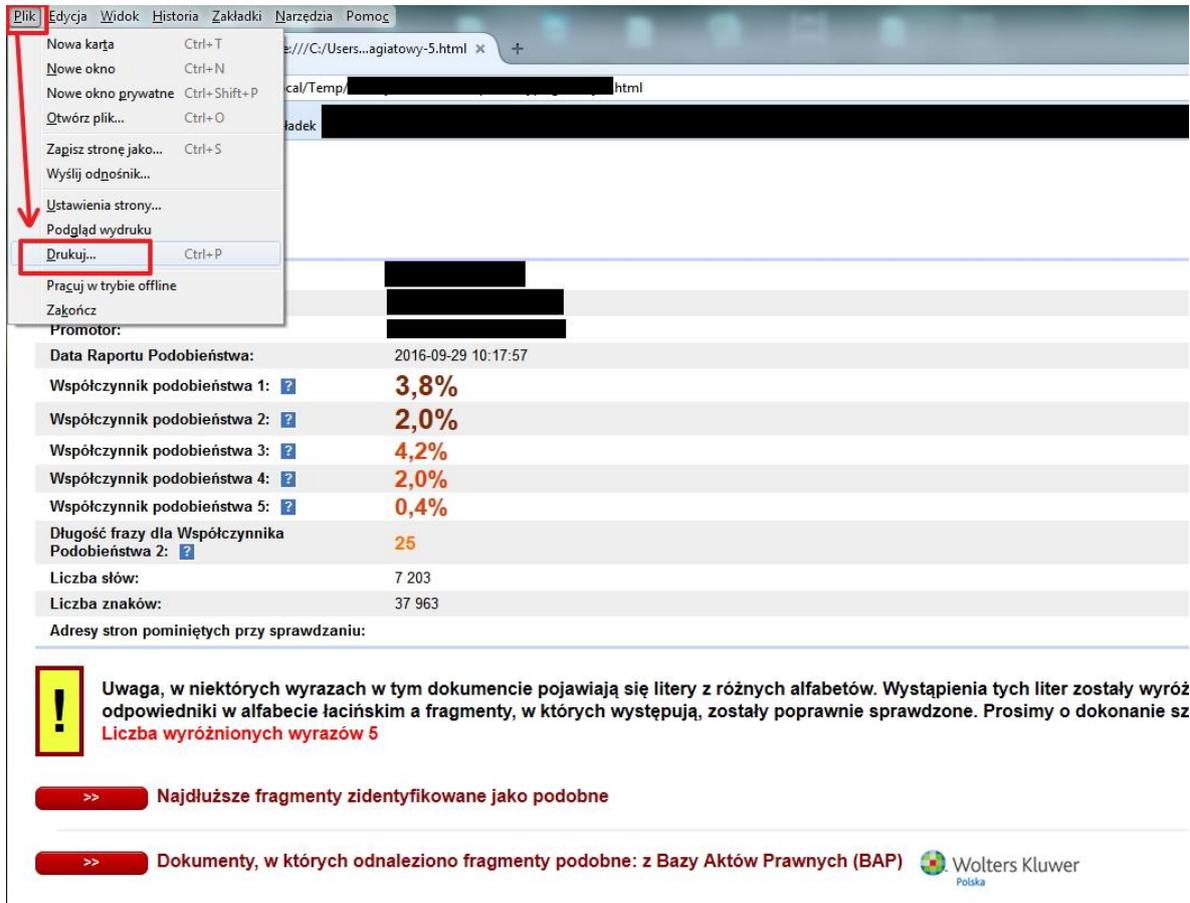
Figure 30

- From the drop-down option select the *PDF Creator* and confirm *OK* (Figure 31)
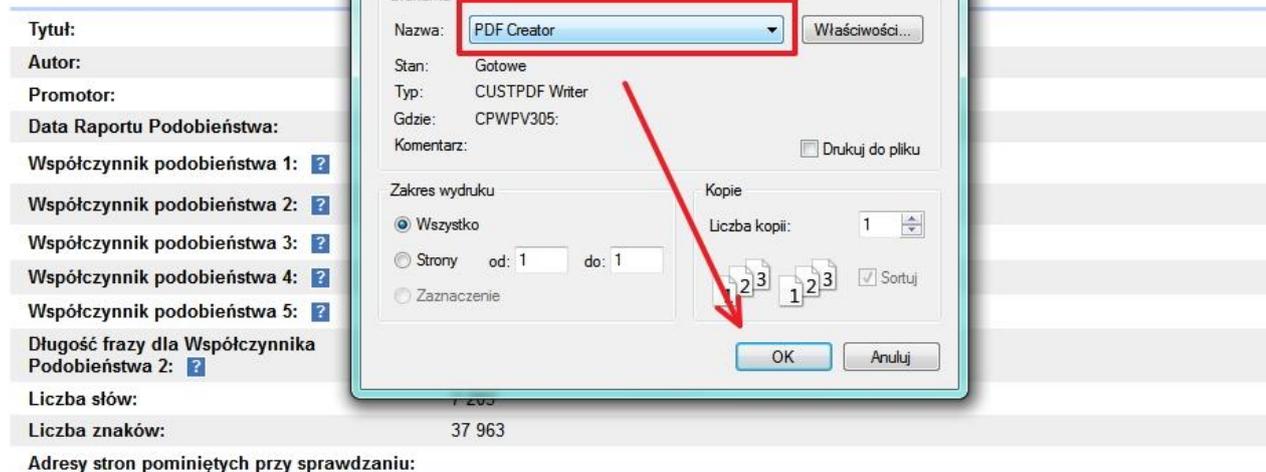
Figure 31

After you determine the place where you want to save the file select *Save [Zapisz]* (Figure 32) the file in PDF format (Figure 33).
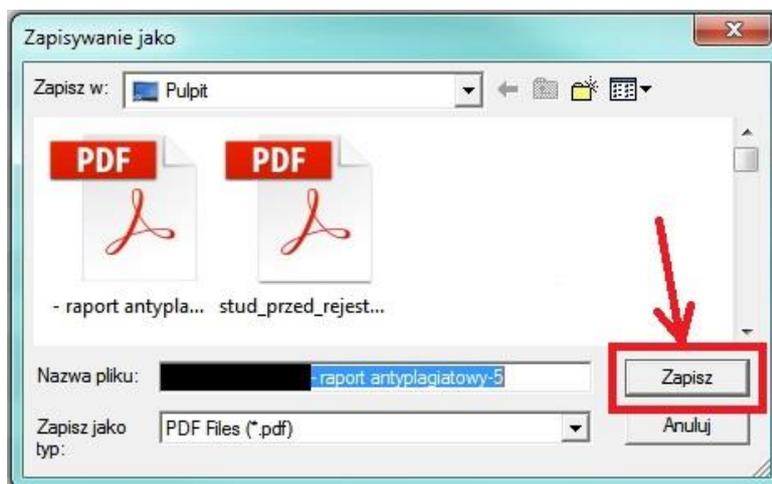
(Figure 32):

Figure 33

4. Generate control numbers of the thesis.

The student, within the deadline set by the Dean, and after getting the Supervisor's approval of his/her thesis in the APD system, submits to the Dean's Office one copy of the dissertation (printed double-sided with page numbers from the APD system, font up to 12 points, line spacing no wider than 1.5 point) with attachments, bound in a thin cardboard cover with a paper spine in the colour specific for the department as described in the University's Visual Identification System.

In order to download the thesis along with the control numbers, use the **Printable Version** button (Figure 34).

This generates a file with a dissertation that contains control numbers of the pages.

Figure 34

5. Reviews

After the approval of the work by the Supervisor the reviews are entered into the system. Completed and approved reviews can be opened by clicking the Review button next to the name of the Supervisor/Reviewer. Review is available when the icon is green (Figure 35):

Figure 35