

ARCHIVE OF DIPLOMA THESES (ARCHIWUM PRAC DYPLOMOWYCH - APD)

INSTRUCTION FOR STUDENTS

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Document Date: 03.09.2020

How to prepare a diploma thesis ¹ in the archive of diploma theses (APD) before the defense

Stage in APD	Who	Task
	Student	Registration of a diploma thesis at the Student Office (BOS)
1.	Student	Providing information on the diploma thesis in APD
2.	Student	Adding attachments to a diploma thesis
3.	Supervisor	Approval of thesis data (or rejection – return to point 1)
4.	Supervisor and Reviewer	Writing the review

LOGGING INTO THE ARCHIVE OF DIPLOMA THESES

The Archive of Diploma Theses (APD) can be found at:

<https://apd.amu.edu.pl>

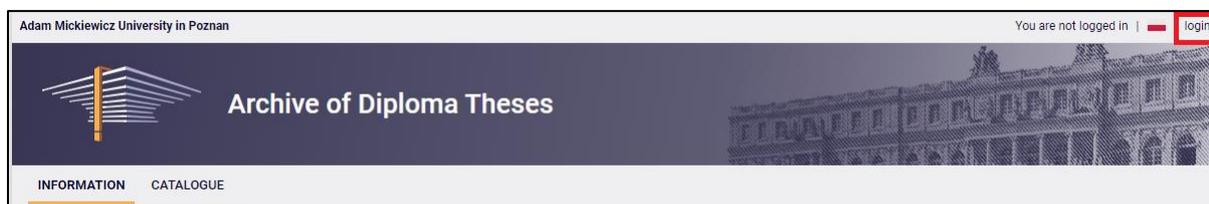


Figure 1. Logging in.

When you open the page, click **log in** in the upper-right corner.

The AMU Central Authentication System (CAS UAM) page opens, where you must enter your **username** and **password**, then click **Sign in**:

¹ For the sake of simplicity and clarity, we use the term "defense" – in accordance with the Regulations of study submitting a diploma is a necessary condition for the student to be allowed to take a diploma exam.

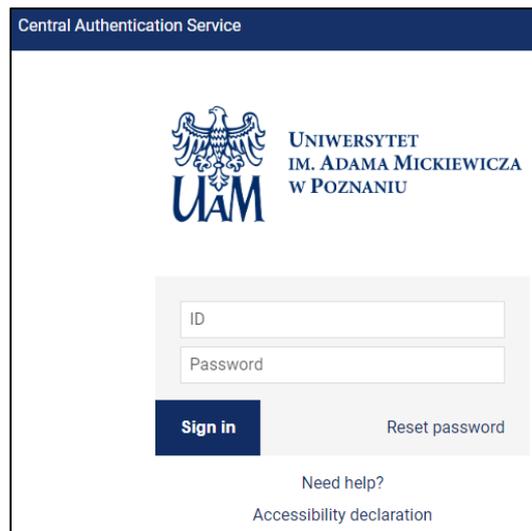


Figure 2. CAS.

LIST OF THESES AND TASKS

When you log into the APD, you will see **My theses and tasks** page. You can return to this page at any time by clicking **MY THESES** link in the menu bar.

Figure 3. My theses.

On the left you will see a list of the theses which are authored by the logged in student. The title of the diploma thesis will be visible here only after the student registers the thesis at the Student Office (BOS).

On the right you will see tasks to be completed, that is a list of those theses for which the student must still complete some information or upload the pdf of the thesis.

COMPLETING INFORMATION ABOUT THE DIPLOMA THESIS

If you want to access the section where you can provide information about your thesis , click on ***thesis title*** next to ***Provide information***.

You will see a page where you can edit thesis information. **First, select the language** in which your thesis is written. Depending on your selection, the appropriate fields to complete will appear below:

- ***Title of diploma thesis in Polish and English*** . If the diploma thesis is written in one of these languages, the title of the thesis in this language cannot be edited – the original title of the thesis is entered by the Student Office at the time of thesis registration.
- ***Summary*** in the original language, Polish and English
- ***Keywords*** in original the original language, Polish, and English

After completing the information, save the data by clicking ***Save thesis information***. Then read and accept the statement by the author of the thesis by clicking on ***Approve***.

Go to file upload

Thesis information | Files | Anti-plagiarism | Defence | Changes history

Save thesis information

Language of the thesis:	Polish [PL] ⓘ
Title:	<p>🇵🇱 Bioinformatyczne metody przewidywania intronów w różnych domenach organizmów żywych</p> <p>🇬🇧 Bioinformatics methods of predicting introns in various domains of living organisms. Limit 1000, entered 84 characters</p>
Author:	<p>Kate Moss ⓘ</p> <p>Licencjat na kierunku bioinformatyka for study program DLx-BioInfo_T ⓘ</p> <p>Date of defence: 20 August 2022</p>
Organizational unit:	Faculty of Biology
Abstract:	<p>Abstract in text format ⓘ</p> <p>🇵🇱 <input type="text"/></p> <p>Limit 4000, entered 0 characters</p>
	<p>🇬🇧 <input type="text"/></p> <p>Limit 4000, entered 0 characters</p>
Keywords:	<p>🇵🇱 <input type="text"/></p> <p>Limit 1000, entered 0 characters</p>
	<p>🇬🇧 <input type="text"/></p> <p>Limit 1000, entered 0 characters</p>
Status:	ⓘ Author of the thesis should type data
Archiving status:	ⓘ To be archived

Save thesis information

Aware of the legal liability for taking credit for the authorship of a significant fragment or other elements of someone else's work or scientific findings in my diploma thesis, which constitutes the basis for the annulment of the administrative proceedings for the award of the professional title, I declare that the submitted diploma thesis was written by me, it does not include content obtained in a manner contrary to applicable provisions and no assistance from other persons was used in writing the thesis, except for the necessary consultations.

Approve

Figure 4. Providing thesis information.

ADDING ATTACHMENTS

Once you have completed the information about your diploma thesis and approved the author's statement, proceed to the next stage in the APD by clicking **Go to file upload**.

The next step is to add a file with the thesis. Go the **Files** tab, then click **Add Files**.

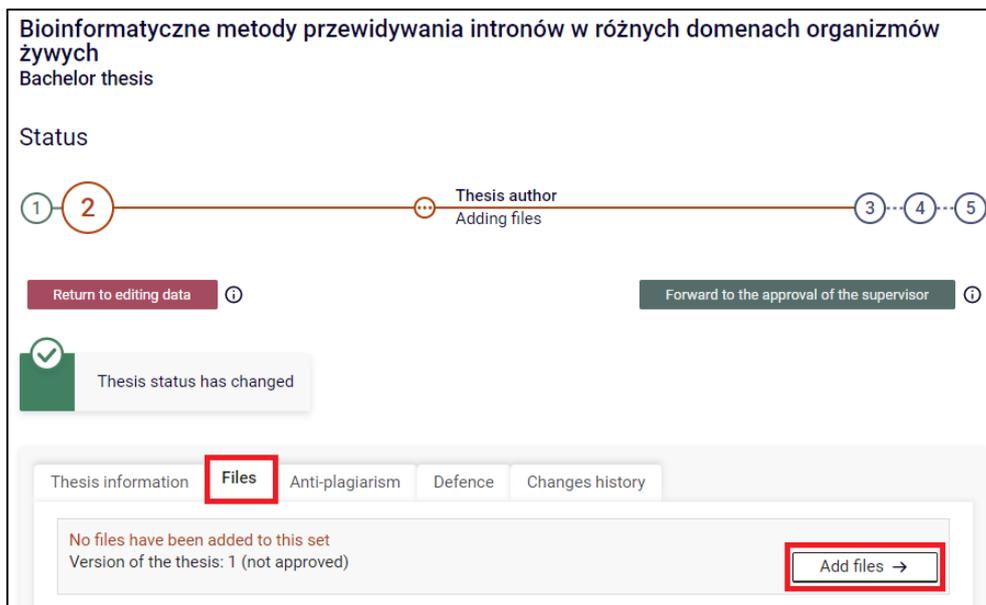


Figure 5. Files.

To add a file containing a diploma thesis, click **Browse...** and select the pdf file saved, and if the thesis contains attachments, you must also enter them into the APD packed as one ZIP, RAR, or 7Z file. You may also add a brief description for a given attachment. Confirm the addition of the attachment by clicking on **Add to the set**.

Remember! The file name cannot contain diacritics and dots - except the dot separating the file name from the extension.

Files attached to the thesis
 Bioinformatyczne metody przewidywania intronów w różnych domenach organizmów żywych

[← back to thesis](#)

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](#) ▾

No	Set elements	Approved
1	no files in the set	NO

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

Kind: Thesis ▾
 Maximum amount in a set: 1
 Maximum file size: 20.0 MB
 Legal extensions: .pdf
 Name: required to match a pattern

File: Wybierz plik | Nie wybrano pliku
Authors' personal numbers (PESEL) in the file name will be automatically replaced with their USOS identifiers.

Language: Polish [PL] ▾

Description:
Limit 300, entered 0 characters

Add to the set

Figure 6. Adding a thesis.

Each added attachment will appear in the attachment list. You can remove an attachment from the list by clicking **Delete**.

No	Set elements	Approved
1	<p>📄 original_file.pdf (no description given)</p> <p>kind: Thesis size: 328.8 KB language: Polish [PL] submitted on 2022-07-20 10:25 by Kate Moss Edit Delete Link for single use</p>	NO

Figure 7. Deleting.

After you have added all attachments, click on **Back to thesis**.

To add attachments again, click on **Edit files**.

You can also return to editing the diploma information (title, summary, keywords) by clicking **Return to editing data**.

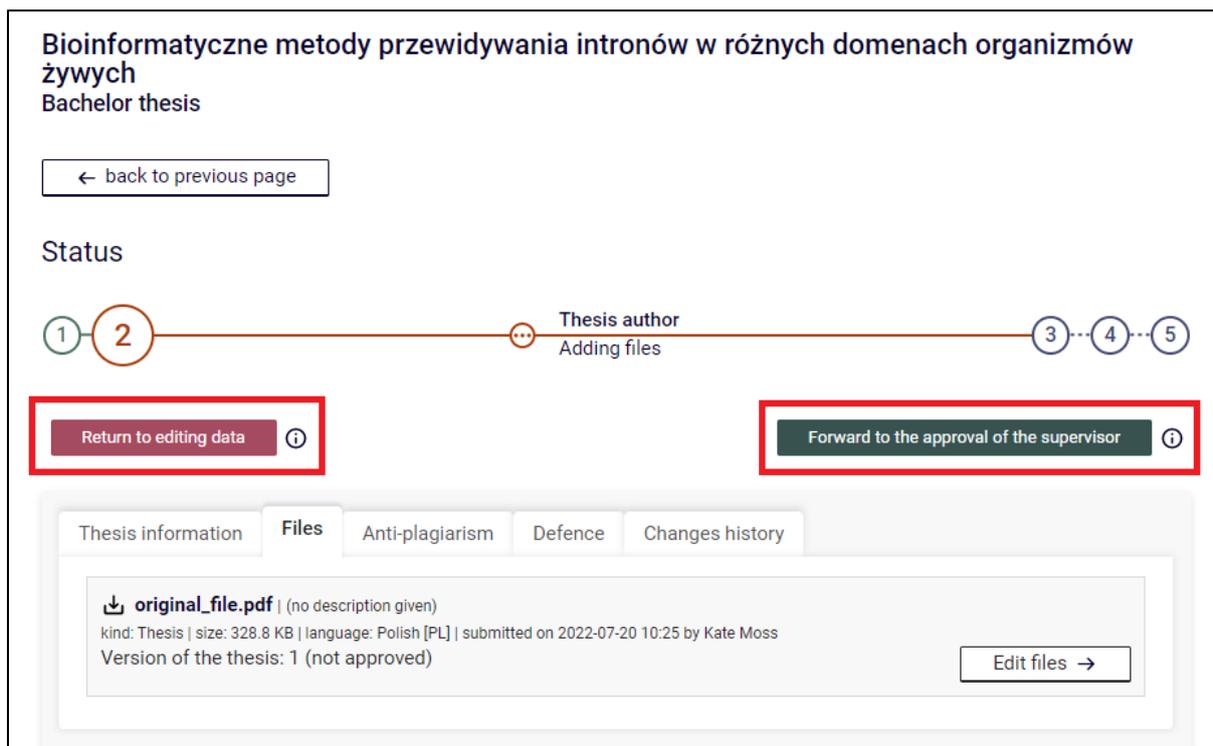


Figure 8. Submission to the Supervisor.

SUBMISSION OF THE THESIS TO THE SUPERVISOR FOR APPROVAL

Once you have completed the information about your diploma thesis and added attachments, you must submit your diploma to your Supervisor for approval. To do this, click on **Submit to supervisor for approval**.

This action cannot be undone, so you should confirm it:

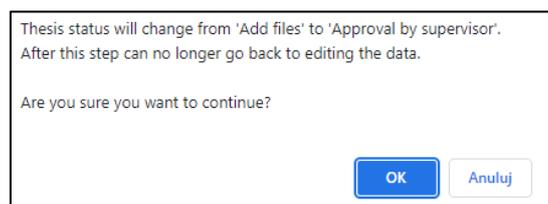


Figure 9. Message.

The system will automatically notify the Supervisor by e-mail when the thesis is submitted for approval.

VERIFICATION OF THE DIPLOMA THESIS BY THE SUPERVISOR.

The supervisor will then verify the thesis information entered by the student and the attached files:

- If the data entered by the student is incorrect, the supervisor will withdraw the information about the thesis and the student will have to edit it again. In this case, the student may edit the thesis information again and add attachments.
- If the data entered is approved by the supervisor, the thesis is submitted for review by the Anti-Plagiarism System (JSA), which contains a database of theses from all Polish universities). After the supervisor has read the report from the Anti-Plagiarism System, the supervisor makes a decision on submitting the thesis for review.

The student is automatically notified by e-mail when the thesis is approved or withdrawn for re-editing.

PRINTING A DIPLOMA THESIS

The diploma thesis is not printed in order to keep it in the student's personal file. The diploma thesis is stored in the APD, which is the theses database at AMU.

REVIEWS

Once the Supervisor approves the thesis, reviews are entered into the system. Completed and confirmed reviews can be opened by clicking on the review icon next to the reviewer's name. The review is available if the icon is green.