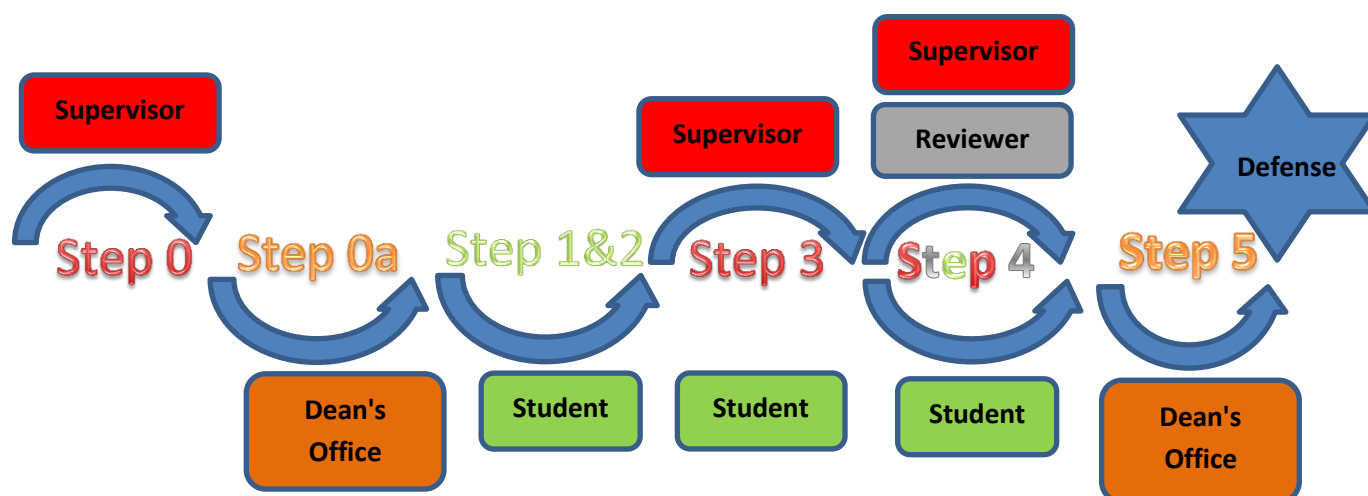


# Instruction for registering diploma theses in the Archive of Diploma Theses by Students

18.10.2016  
USOS 6.2.0

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



Step	Who	Task
0	Supervisor	<p>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:</p> <ol style="list-style-type: none"> <li>thesis title in the original language with the student's full name and their index number;</li> <li>the members of the examination board: <ul style="list-style-type: none"> <li>supervisor's full name and academic title or degree;</li> <li>reviewer's full name and academic title or degree;</li> <li>Board chairperson's full name and academic title or degree;</li> </ul> </li> <li>planned date of the diploma examination.</li> </ol>
0a	Dean's Office	<p>According to the information concerning planned defenses as described in Step 0, enter the following data into the USOS system:</p> <ol style="list-style-type: none"> <li>thesis title in the original language with the student's full name and their index number;</li> <li>the members of the examination board: <ul style="list-style-type: none"> <li>Supervisor's full name and academic title or degree;</li> <li>Reviewer's full name and academic title or degree;</li> <li>Board chairperson's full name and academic title or degree;</li> </ul> </li> <li>planned date of the diploma examination.</li> <li>in the field: "Thesis Status in the Archive of Diploma Theses": "<b>For modification (student is to submit a summary via APD or USOSweb)</b>" instead of: "Not for modification", in the field: "Archive in APD?" enter: "Archive" instead of: "Do not archive".</li> </ol>

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

18.10.2016  
USOS 6.2.0

<b>1</b>	<b>Student</b>	<p>Prior to the examination enter the following into the APD system:</p> <ol style="list-style-type: none"><li>1) thesis language;</li><li>2) thesis title in Polish if the thesis has been written in another language - up to 300 characters;</li><li>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;</li><li>4) keywords in Polish -up to 1000 characters;</li></ol> <p>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.</p>
<b>2</b>	<b>Student</b>	<p>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)).</p>
<b>3</b>	<b>Supervisor</b>	<p>Send student's thesis to be verified by anti-plagiarism software. Download verification results. Approve thesis data (or requests correction) – back to Step 1.</p>
<b>3</b>	<b>Student</b>	<p>May download anti-plagiarism verification results.</p>
<b>4</b>	<b>Student</b>	<p>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.</p>
<b>4</b>	<b>Supervisor Reviewer</b>	<p>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.</p>
<b>5</b>	<b>Dean's Office</b>	<p>Issues a diploma examination Protocol.</p>

## 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):

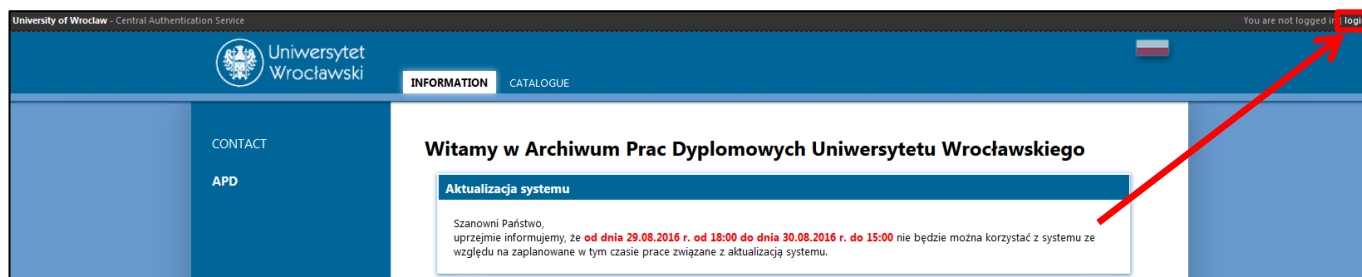


Figure 1

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):

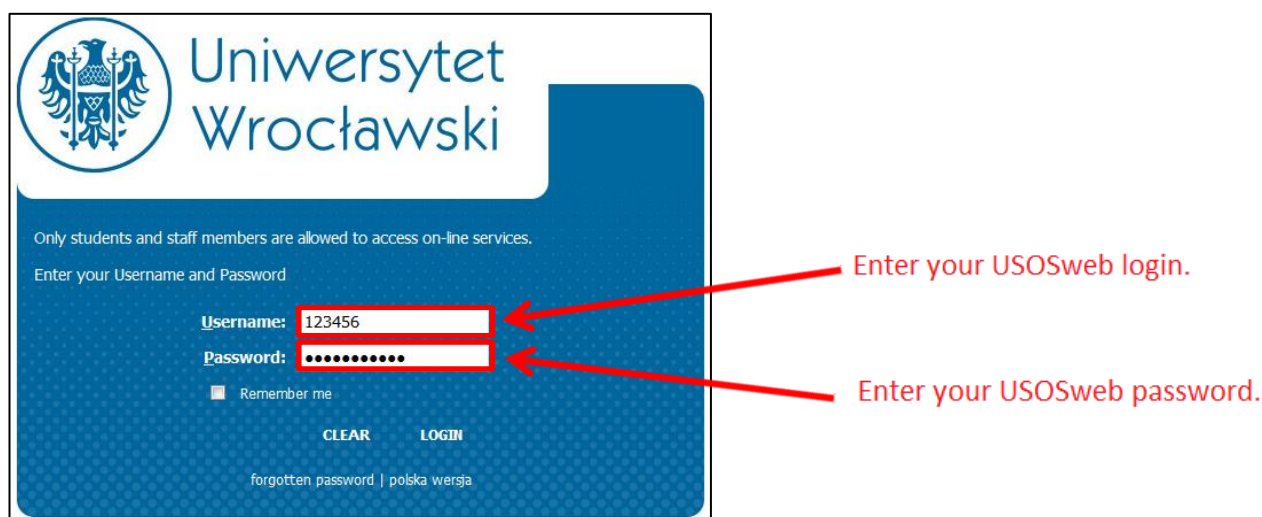


Figure 2:

## 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):

Uniwersytet Wrocławski

INFORMATION CATALOGUE MY THESES

QUICK START

U-MAIL

MY THESES

- ▶ diploma
- ▶ author

MY TASKS

- ▶ diploma
- ▶ complete information

MY DIPLOMAS

MY EXAMS

### My theses and tasks

**i** 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)

#### Upcoming exams

AUTHOR
Magisterium na WPAAE (23-MGR)
Oct. 31, 2016, 8:49 a.m.
<a href="#">more info</a>

#### Diploma theses

AUTHOR
Przykładowa praca magisterska

#### My tasks

COMPLETE INFORMATION
Przykładowa praca magisterska

[My home page in the catalogue](#)

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):

The screenshot displays the 'Przykładowa praca magisterska' (Example Master's Thesis) page in the USOS system. The page is divided into several sections:

- Header:** Includes the University of Wrocław logo and navigation tabs: INFORMATION, CATALOGUE, MY THESES.
- Left Sidebar:** Contains links for QUICK START, SEARCH (quick, advanced), THESES (theses catalogue, Przykładowa praca magisterska), and PEOPLE (search).
- Status:** A progress bar showing five steps: 1. Thesis author Entering thesis data (highlighted with a red circle), 2. Thesis author Adding files, 3. Thesis supervisors Data acceptance, 4. Thesis supervisor and reviewers Writing reviews, and 5. Thesis is ready for defence.
- Thesis information:** A form with fields for:
  - Language of the thesis: -- language not given -- (highlighted with a red box and a red arrow pointing to it).
  - Title: Przykładowa praca magisterska
  - Author: Magisterium na WPAAE for study program AD-K-S2, Date of defence: Oct. 31, 2016, 8:49 a.m.
  - Dissertation advisor:
  - Organizational unit: Faculty of Law, Administration and Economics
  - Date of approval of the subject: Oct. 26, 2016
  - Abstract: (Limit 4000, entered 0 characters)
  - Keywords: (Limit 1000, entered 0 characters)
  - Reviewers:
  - Status: Author of the thesis should type data
  - Archiving status: To be archived
- Files:** A section indicating 'There is still no set of files'.
- Reviews:** A table with columns for reviewer type (author, reviewer) and a status icon.

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:

Uniwersytet Wrocławski

INFORMATION CATALOGUE MY THESES

QUICK START

SEARCH

- quick
- advanced

THESES

- theses catalogue
- Przykładowa praca magisterska**

PEOPLE

- search

Przykładowa praca magisterska  
Master thesis

[back to previous page](#)

Status

1 Thesis author **Entering thesis data** → 2 Thesis author Adding files → 3 Thesis supervisors Data acceptance → 4 Thesis supervisor and reviewers Writing reviews → 5 Thesis is ready for defence

[GO TO FILE UPLOAD](#)

Thesis information

[SAVE THESE INFORMATION](#)

Language of the thesis: English [EN]

Title: Przykładowa praca magisterska  
Limit 1000, entered 29 characters

Author: Magisterium na WPAE for study program AD-K-S2  
Date of defence: Oct. 31, 2016, 8:49 a.m.

Dissertation advisor:

Organizational unit: Faculty of Law, Administration and Economics

Date of approval of the subject: Oct. 26, 2016

Abstract:

Tu wpisz streszczenie w języku angielskim.  
Limit 4000, entered 42 characters

Tu wpisz streszczenie w języku polskim.  
Limit 4000, entered 39 characters

Keywords:

Tu wpisz słowa kluczowe w języku angielskim.  
Limit 1000, entered 44 characters

Tu wpisz słowa kluczowe w języku polskim.  
Limit 1000, entered 41 characters

Reviewers:

Status: Author of the thesis should type data

Archiving status: To be archived

[SAVE THESE INFORMATION](#)

Files

There is still no set of files

Reviews

reviewer	author

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**:

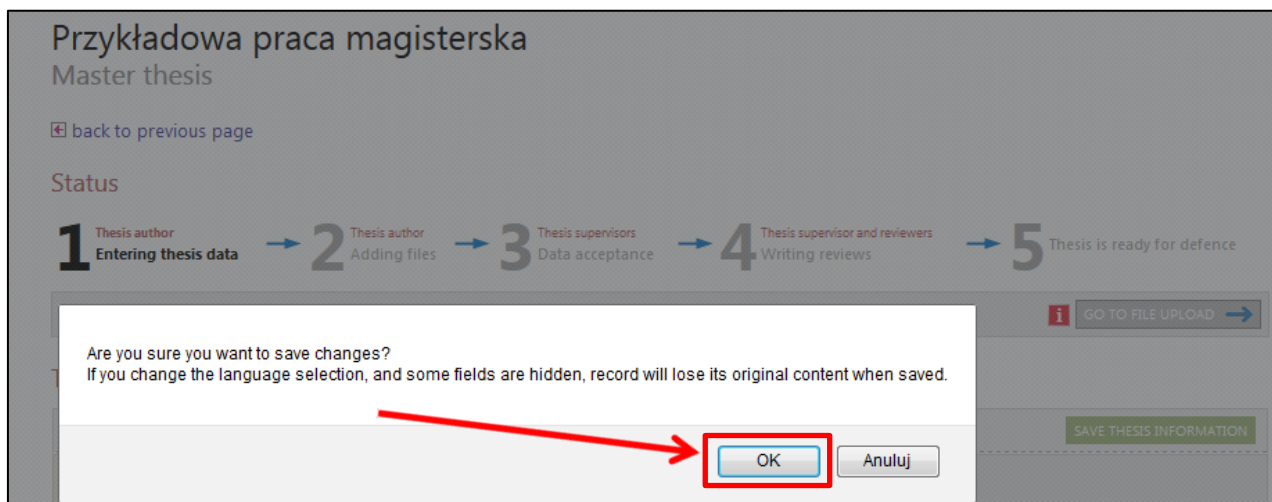


Figure 6

### 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):



Uniwersytet Wrocławski

INFORMATION CATALOGUE MY THESES

QUICK START

SEARCH

- quick
- advanced

THESES

- theses catalogue
- Przykładowa praca magisterska

PEOPLE

- search

Przykładowa praca magisterska  
Master thesis

Status

1 Thesis author Entering thesis data → 2 Thesis author Adding files → 3 Thesis supervisors Data acceptance → 4 Thesis supervisor and reviewers Writing reviews → 5 Thesis is ready for defence

GO TO FILE UPLOAD

Thesis information

Thesis data has been saved

SAVE THIS INFORMATION

Language of the thesis: English [EN]

Title: Przykładowa praca magisterska

Author: Magisterium na WPAAE for study program AD-K-52  
Date of defence: Oct. 31, 2016, 8:49 a.m.

Dissertation advisor:

Organizational unit: Faculty of Law, Administration and Economics

Date of approval of the subject: Oct. 26, 2016

Abstract:

Tu wpisz streszczenie w języku angielskim.

Tu wpisz streszczenie w języku polskim.

Keywords:

Tu wpisz słowa kluczowe w języku angielskim.

Tu wpisz słowa kluczowe w języku polskim.

Reviewers:

Status: Author of the thesis should type data

Archiving status: To be archived

SAVE THIS INFORMATION

Files

There is still no set of files

Reviews

reviewer	author

Figure 7

The following message will appear (Figure 8):

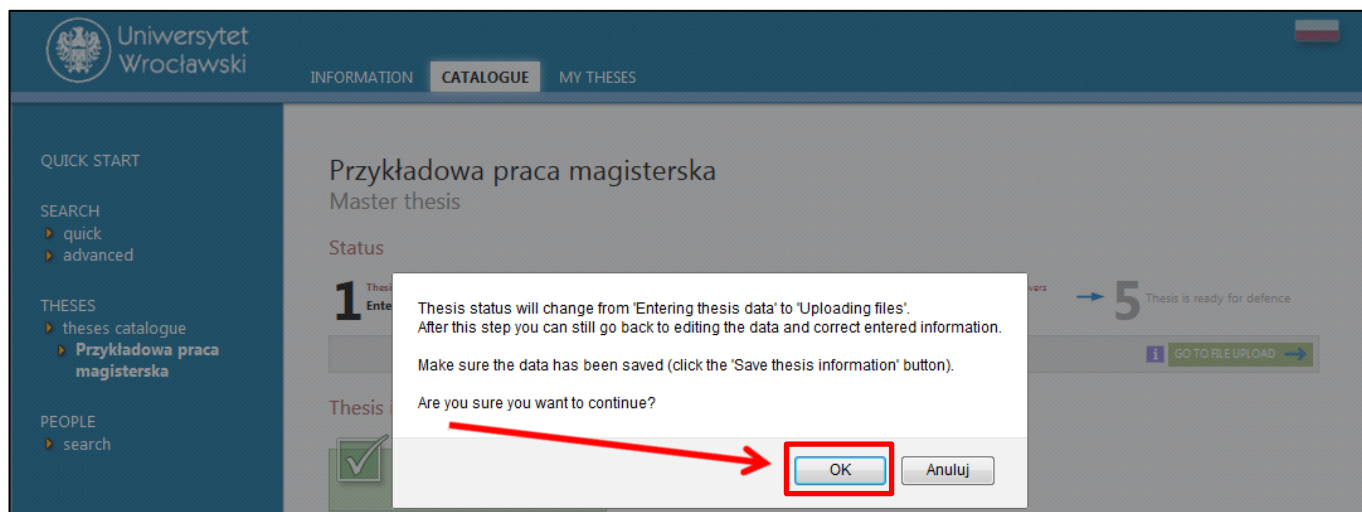


Figure 8

Click **OK**.

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

Uniwersytet Wrocławski

INFORMATION CATALOGUE MY THESES

QUICK START

SEARCH

- quick
- advanced

THESES

- theses catalogue
- Przykładowa praca magisterska**

PEOPLE

- search

## Przykładowa praca magisterska

Master thesis

Status

1 Thesis author Entering thesis data → **2 Thesis author Adding files** → 3 Thesis supervisors Data acceptance → 4 Thesis supervisor and reviewers Writing reviews → 5 Thesis is ready for defence

RETURN TO EDITING DATA FORWARD TO THE APPROVAL OF THE SUPERVISOR

### Thesis information

Thesis status has changed

Language of the thesis:	English [EN]
Title:	Przykładowa praca magisterska Przykładowa praca magisterska
Author:	 Magisterium na WPAAE for study program AD-K-S2 Date of defence: Oct. 31, 2016, 8:49 a.m. 
Dissertation advisor:	
Organizational unit:	Faculty of Law, Administration and Economics
Date of approval of the subject:	Oct. 26, 2016
Abstract:	Tu wpisz streszczenie w języku angielskim. Tu wpisz streszczenie w języku polskim.
Keywords:	Tu wpisz słowa kluczowe w języku angielskim. Tu wpisz słowa kluczowe w języku polskim.
Reviewers:	  
Status:	Author of the thesis should upload files
Archiving status:	To be archived

### Files

No files have been added to this set

Version of the thesis: 1 (not approved)

### Reviews

	author
	reviewer
	reviewer

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

Uniwersytet Wrocławski

INFORMATION CATALOGUE MY THESES

QUICK START

SEARCH

- quick
- advanced

THESES

- theses catalogue
- Przykładowa praca magisterska
  - files

PEOPLE

- search

## Files attached to the thesis

Przykładowa praca magisterska

[back to thesis](#)

### List of sets

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)

The mechanism of checking the compatibility of a thesis uploaded to APD with a printed version is enabled!  
(more)

No	Set elements	Approved
1	no files in the set	NO

Add file [i](#) Add URL [i](#) Add a description of the physical location of the thesis [i](#)

### Add file

Kind: Thesis  
Maximum amount in a set: 1  
Maximum file size: 100.0 MB  
Legal extensions: .pdf  
Name: required to match a pattern

File: [Przeładowaj...](#) 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

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):

Uniwersytet Wrocławski

INFORMATION CATALOGUE MY THESES

QUICK START

SEARCH

- quick
- advanced

THESES

- theses catalogue
- Przykładowa praca magisterska
  - files

PEOPLE

- search

### Files attached to the thesis

Przykładowa praca magisterska

[back to thesis](#)

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

**i** The mechanism of checking the compatibility of a thesis uploaded to APD with a printed version is enabled! [\(more\)](#)

No	Set elements	Approved
1	no files in the set	NO

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

#### Add file

Kind: Thesis  
Maximum amount in a set: 1  
Maximum file size: 100.0 MB  
Legal extensions: .pdf  
Name: required to match a pattern

File: [Przełączaj...](#) UWr-23-123456-2016.pdf  
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**

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):

The screenshot shows the 'Uniwersytet Wrocławski' interface. The left sidebar contains navigation links: QUICK START, SEARCH (quick, advanced), THESES (theses catalogue, Przykładowa praca magisterska, files), and PEOPLE (search). The main content area is titled 'Files attached to the thesis' with the subtitle 'Przykładowa praca magisterska'. It includes a 'back to thesis' link and a 'List of sets' section with informational messages. A green notification states: 'File "UWr-23-123456-2016.pdf" has been added to set 1'. Below this is a table of attached files:

No	Set elements	Approved
1	<b>UWr-23-123456-2016.pdf</b>   (no description given) <small>kind: Thesis   size: 487.6 KB   language: English [EN]   submitted on 2016-10-26 10:08 by [redacted]</small> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link for single use</a>	NO

Below the table is the 'Add file' section with tabs for 'Add file', 'Add URL', and 'Add a description of the physical location of the thesis'. The 'Add file' tab is active, showing fields for Kind (Thesis), File (Przeglądaj... Nie wybrano pliku...), Language (English [EN]), and Description (Limit 300, entered 0 characters). A red box highlights the 'Delete' button in the table, and a red arrow points to it from the 'Add file' section.

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).**

Uniwersytet Wrocławski

INFORMATION CATALOGUE MY THESES

QUICK START

SEARCH

- quick
- advanced

THESES

- theses catalogue
- Przykładowa praca magisterska
  - files

PEOPLE

- search

### Files attached to the thesis

Przykładowa praca magisterska

[back to thesis](#)

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

**i** The mechanism of checking the compatibility of a thesis uploaded to APD with a printed version is enabled! [\(more\)](#)

File "UWr-23-123456-2016.pdf" has been added to set 1

No	Set elements	Approved
1	<b>UWr-23-123456-2016.pdf</b>   (no description given) <small>Kind: Thesis   size: 487.6 KB   language: English [EN]   submitted on 2016-10-26 10:08 by [user] <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link for single use</a></small>	NO

Add file [i](#) Add URL [i](#) Add a description of the physical location of the thesis [i](#)

#### Add file

Kind: **Other** [i](#)

Maximum amount in a set: no limit  
Maximum file size: 200.0 MB  
Legal extensions: .pdf, .zip, .rar, .gzip, .7z

File: **Przeglądaj...** Załączniki.zip [i](#)

Language: English [EN] [i](#)

Description: [i](#)

Limit 300, entered 0 characters

**ADD TO THE SET**

Figure 13



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

Uniwersytet Wrocławski

INFORMATION CATALOGUE MY THESES

QUICK START

SEARCH

- quick
- advanced

THESES

- theses catalogue
- Przykładowa praca magisterska
  - files

PEOPLE

- search

### Files attached to the thesis

Przykładowa praca magisterska

[back to thesis](#)

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)

**i** The mechanism of checking the compatibility of a thesis uploaded to APD with a printed version is enabled! (more)

File "Załączniki.zip" has been added to set 1

No	Set elements	Approved
1	<p> <b>UWr-23-123456-2016.pdf</b>   (no description given) kind: Thesis   size: 487.6 KB   language: English [EN]   submitted on 2016-10-26 10:08 by [redacted] <a href="#">Delete</a>   <a href="#">Link for single use</a></p> <p> <b>Załączniki.zip</b>   (no description given) kind: Other   size: 1.1 MB   language: English [EN]   submitted on 2016-10-26 10:16 by [redacted] <a href="#">Delete</a>   <a href="#">Link for single use</a></p>	NO

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

#### Add file

Kind: Thesis

Kind: **Thesis**

Maximum amount in a set: 1  
Maximum file size: 100.0 MB  
Legal extensions: .pdf  
Name: required to match a pattern

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](#)

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):

The screenshot shows the 'Przykładowa praca magisterska' (Example Master Thesis) page in the USOS system. The page is divided into several sections:

- QUICK START**: SEARCH (quick, advanced), THESES (theses catalogue, **Przykładowa praca magisterska**), PEOPLE (search).
- Przykładowa praca magisterska**: Master thesis. Includes a 'back to previous page' link.
- Status**: A progress bar showing five steps: 1. Thesis author (Entering thesis data), 2. Thesis author (Adding files), 3. Thesis supervisors (Data acceptance), 4. Thesis supervisor and reviewers (Writing reviews), 5. Thesis is ready for defence. A red arrow points to the 'RETURN TO EDITING DATA' button in the progress bar.
- Thesis information**: A table with fields for Language of the thesis (English [EN]), Title (Przykładowa praca magisterska), Author (Magisterium na WPAAE for study program AD-K-52, Date of defence: Oct. 31, 2016, 8:49 a.m.), Dissertation advisor (Liliana Gruca), Organizational unit (Faculty of Law, Administration and Economics), Date of approval of the subject (Oct. 26, 2016), Abstract (Tu wpisz streszczenie w języku angielskim. Tu wpisz streszczenie w języku polskim.), Keywords (Tu wpisz słowa kluczowe w języku angielskim. Tu wpisz słowa kluczowe w języku polskim.), Reviewers (Message to reviewers), Status (Author of the thesis should upload files), and Archiving status (To be archived).
- Files**: A table showing two files: 'UWr-23-123456-2016.pdf' (no description given, kind: Thesis, size: 487.6 KB, language: English [EN], submitted on 2016-10-26 10:08 by [redacted]) and 'Załączniki.zip' (no description given, kind: Other, size: 1.1 MB, language: English [EN], submitted on 2016-10-26 10:16 by [redacted]). A red arrow points to the 'Edit files' button.
- Reviews**: A table showing the author and two reviewers.

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):

**Uniwersytet Wrocławski**

INFORMATION CATALOGUE MY THESES

**QUICK START**

SEARCH

- quick
- advanced

THESES

- theses catalogue
- Przykładowa praca magisterska**

PEOPLE

- search

## Przykładowa praca magisterska

Master thesis

[back to previous page](#)

**Status**

1 Thesis author Entering thesis data → 2 Thesis author Adding files → 3 Thesis supervisors Data acceptance → 4 Thesis supervisor and reviewers Writing reviews → 5 Thesis is ready for defence

[RETURN TO EDITING DATA](#) [FORWARD TO THE APPROVAL OF THE SUPERVISOR](#)

**Thesis information**

Language of the thesis:	English [EN]
Title:	Przykładowa praca magisterska Przykładowa praca magisterska
Author:	Message to the authors Magisterium na WPAAE for study program AD-K-S2 Date of defence: Oct. 31, 2016, 8:49 a.m.
Dissertation advisor:	
Organizational unit:	Faculty of Law, Administration and Economics
Date of approval of the subject:	Oct. 26, 2016
Abstract:	Tu wpisz streszczenie w języku angielskim. Tu wpisz streszczenie w języku polskim.
Keywords:	Tu wpisz słowa kluczowe w języku angielskim. Tu wpisz słowa kluczowe w języku polskim.
Reviewers:	Message to reviewers
Status:	Author of the thesis should upload files
Archiving status:	To be archived

**Files**

**UWr-23-123456-2016.pdf** | (no description given)  
kind: Thesis | size: 487.6 KB | language: English [EN] | submitted on 2016-10-26 10:08 by

**Załączniki.zip** | (no description given)  
kind: Other | size: 1.1 MB | language: English [EN] | submitted on 2016-10-26 10:16 by

Version of the thesis: 1 (not approved) [Edit files](#)

**Reviews**

	author

Figure 16

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

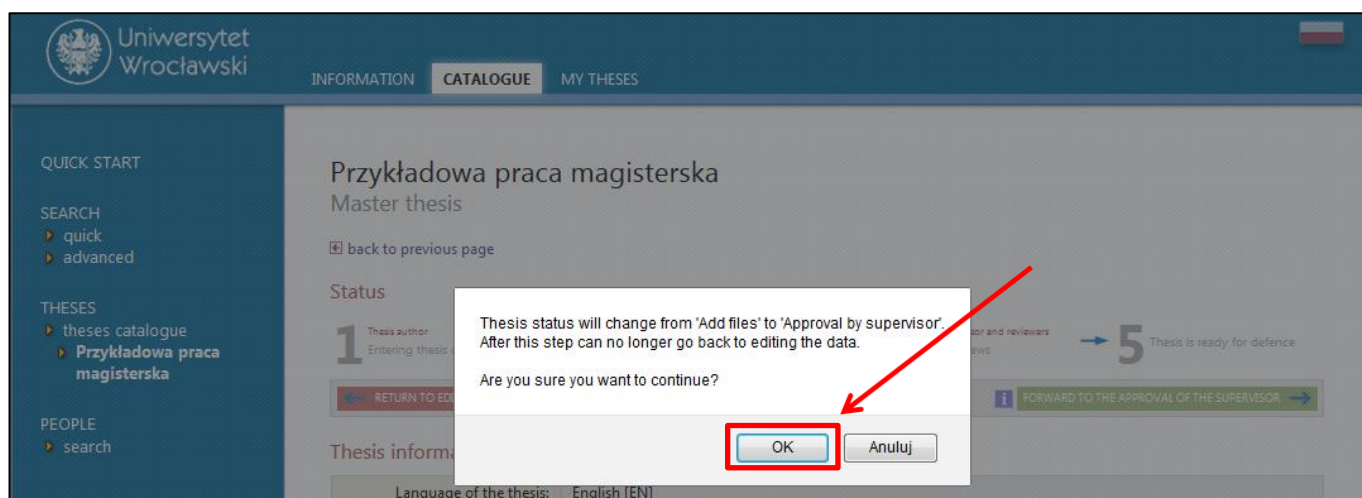


Figure 17

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):

Uniwersytet  
Wrocławski

INFORMATIONCATALOGUEMY THESES

QUICK START

SEARCH

- quick
- advanced

THESES

- theses catalogue
- Przykładowa praca magisterska

PEOPLE

- search

Przykładowa praca magisterska  
Master thesis

Status

1 Thesis author  
Entering thesis data

→

2 Thesis author  
Adding files

→

3 Thesis supervisors  
Data acceptance

→

4 Thesis supervisor and reviewers  
Writing reviews

→

5 Thesis is ready for defence

Thesis information

Thesis status has changed

Language of the thesis:	English [EN]
Title:	<div>Przykładowa praca magisterska</div> <div>Przykładowa praca magisterska</div>
Author:	<div></div> <div>Magisterium na WPAAE for study program AD-K-S2 Date of defence: Oct. 31, 2016, 8:49 a.m.</div> <div>Message to the authors</div>
Dissertation advisor:	<div>Elżbieta Górcza</div>
Organizational unit:	Faculty of Law, Administration and Economics
Date of approval of the subject:	Oct. 26, 2016
Abstract:	<div>Tu wpisz streszczenie w języku angielskim.</div> <div>Tu wpisz streszczenie w języku polskim.</div>
Keywords:	<div>Tu wpisz słowa kluczowe w języku angielskim.</div> <div>Tu wpisz słowa kluczowe w języku polskim.</div>
Reviewers:	<div></div> <div></div> <div>Message to reviewers</div>
Status:	Supervisor should approve changes made by the author
Archiving status:	To be archived

Files

UW-23-123456-2016.pdf | (no description given)  
kind: Thesis | size: 487.6 KB | language: English [EN] | submitted on 2016-10-26 10:08 by

Załączniki.zip | (no description given)  
kind: Other | size: 1.1 MB | language: English [EN] | submitted on 2016-10-26 10:16 by

Version of the thesis: 1 (not approved)

View files

Anti-plagiarism check

File: UW-23-123456-2016.pdf

No requests have been sent yet

Reviews

author

reviewer

reviewer

Figure 18

Uniwersytet Wrocławski, Dział Informatycznych Systemów Obsługi Studiów

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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:	<b>Supervisor should approve changes made by the author</b>
Status archiwizacji:	<b>To be archived</b>

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

The screenshot displays the 'Przykładowa praca magisterska' (Example Master Thesis) page in the USOS system. The page is divided into several sections:

- Navigation:** Includes 'QUICK START', 'SEARCH' (quick, advanced), 'THESES' (theses catalogue, 'Przykładowa praca magisterska'), and 'PEOPLE' (search).
- Status:** A progress bar showing five steps: 1. Thesis author (Entering thesis data), 2. Thesis author (Adding files), 3. Thesis supervisors (Data acceptance), 4. Thesis supervisor and reviewers (Writing reviews), and 5. Thesis is ready for defence.
- Thesis information:** A table with fields: Language of the thesis (English [EN]), Title (Przykładowa praca magisterska), Author (Magisterium na WPAAE for study program AD-K-S2, Date of defence: Oct. 31, 2016, 8:49 a.m.), Dissertation advisor, Organizational unit (Faculty of Law, Administration and Economics), Date of approval of the subject (Oct. 26, 2016), Abstract (Tu wpisz streszczenie w języku angielskim. Tu wpisz streszczenie w języku polskim.), Keywords (Tu wpisz słowa kluczowe w języku angielskim. Tu wpisz słowa kluczowe w języku polskim.), Reviewers, Status (Reviewers should write and approve reviews), and Archiving status (Archived).
- Files:** A section showing two files: 'Załączniki.zip' (no description given, kind: Other, size: 1.1 MB, language: English [EN], submitted on 2016-10-26 10:16 by [author]) and 'Printable version' (no description given, original file: UW-23-123456-2016.pdf, kind: Thesis, size: 5.8 MB, language: English [EN], submitted on 2016-10-26 12:41 by [author]). A 'View files' link is present.
- Anti-plagiarism check:** A section showing a file 'UW-23-123456-2016.pdf' with a 'Report received' status and a 'download' link. A red arrow points to the 'download' link.
- Reviews:** A section showing a table with columns for 'author', 'reviewer', and 'reviewer'. The 'author' column has a button, and the 'reviewer' columns have buttons and icons.

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):

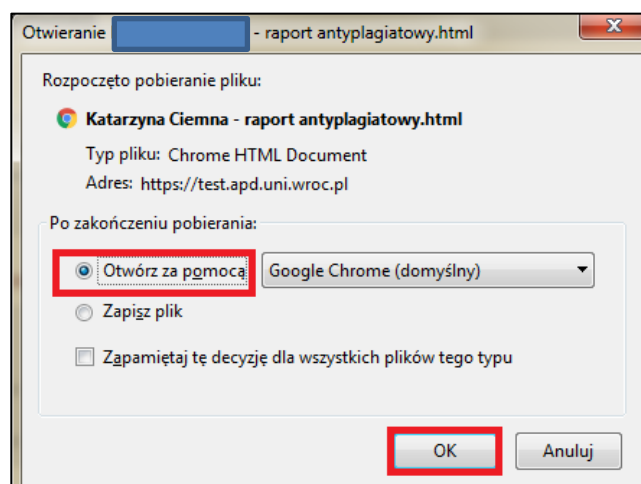


Figure 21

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

18.10.2016  
USOS 6.2.0

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

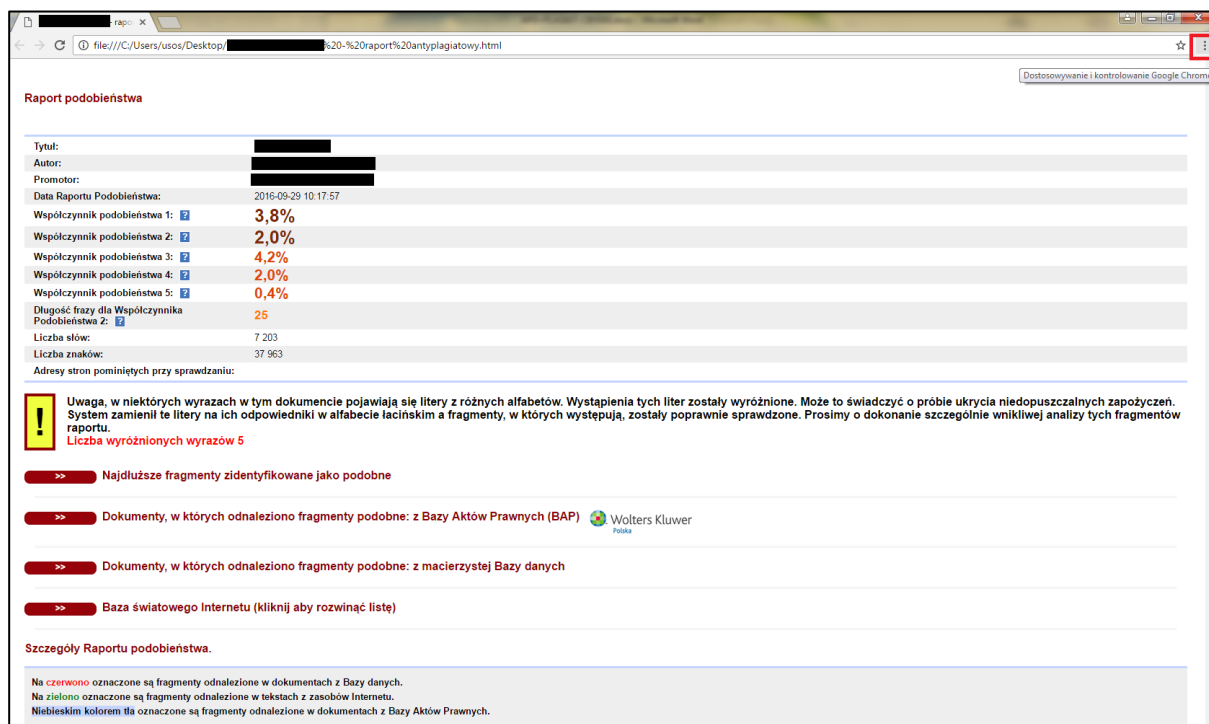


Figure 22

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

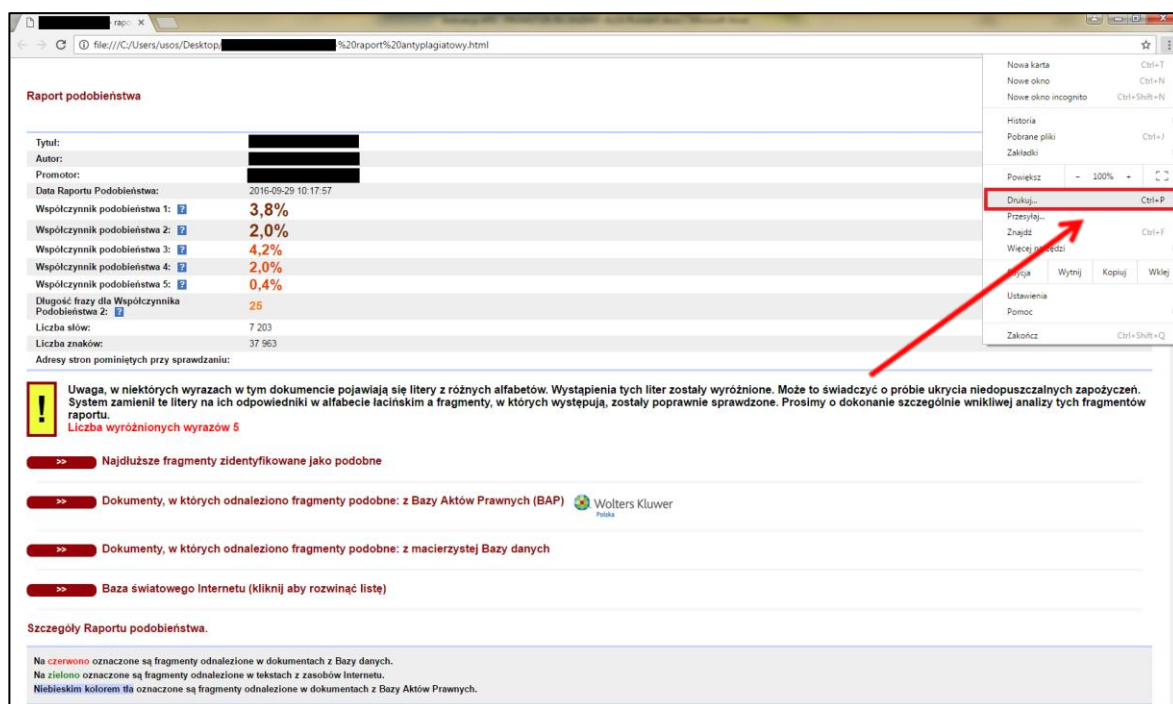


Figure 23

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

18.10.2016  
USOS 6.2.0

Then use *Change [Zmień]* (Figure 24):

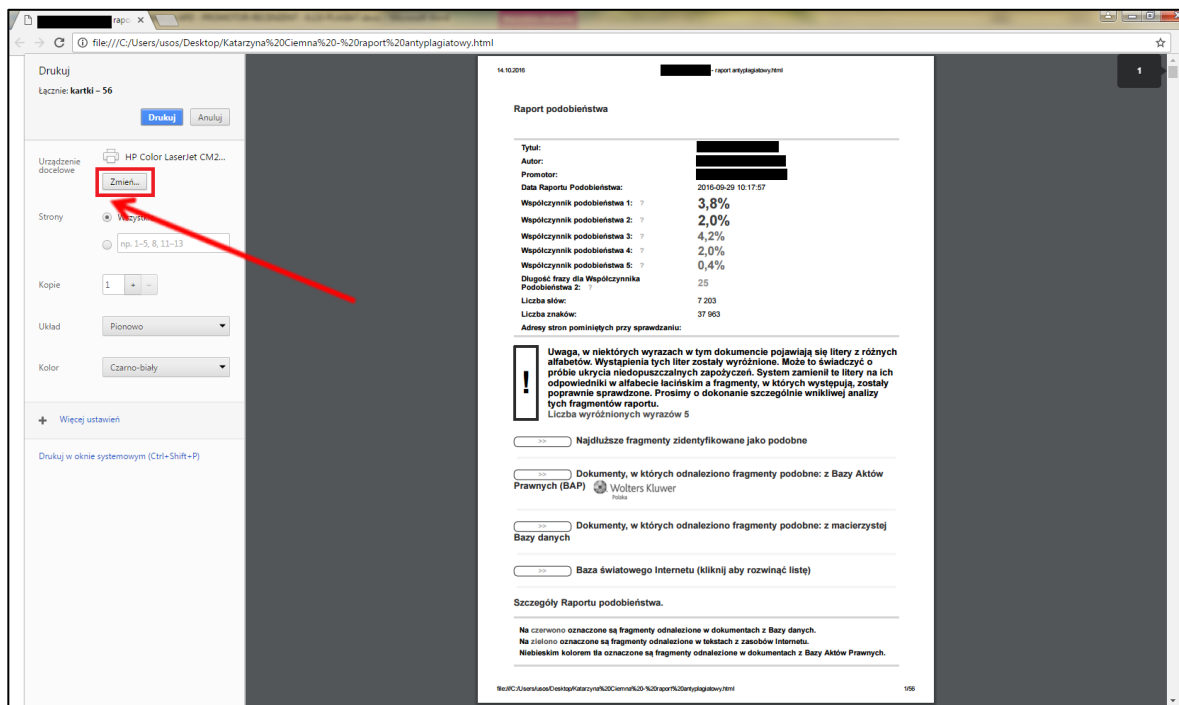


Figure 24

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

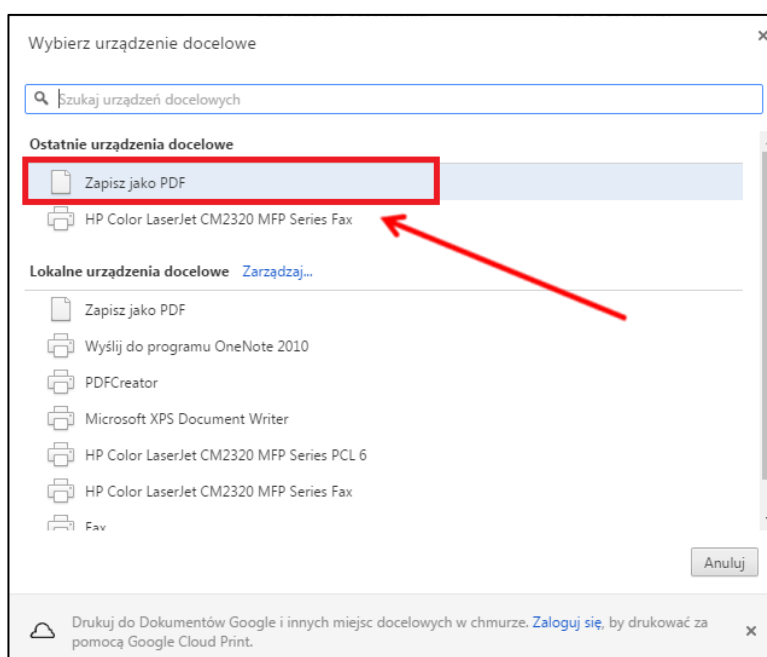


Figure 25

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

18.10.2016  
USOS 6.2.0

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

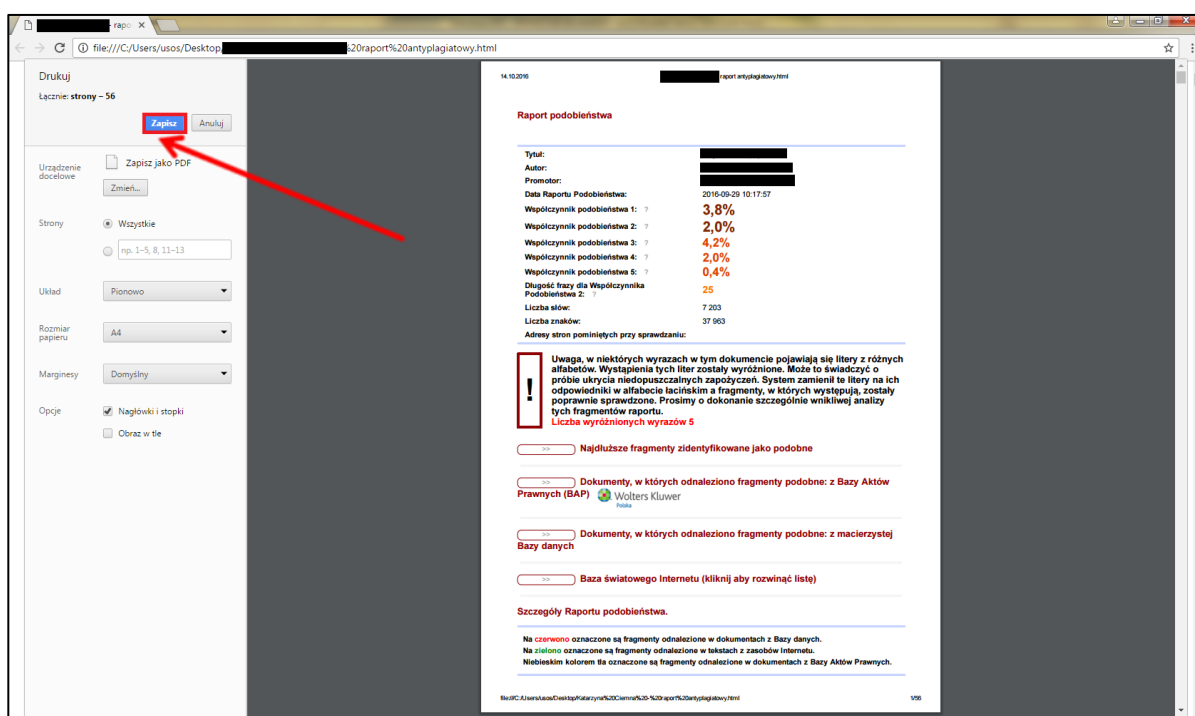


Figure 26

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

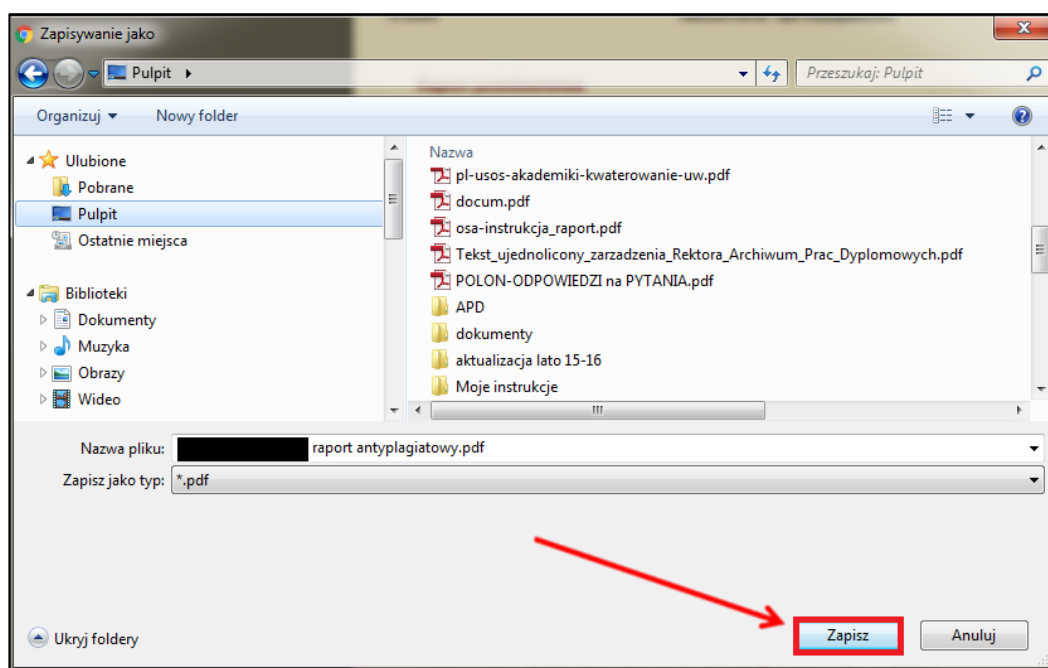


Figure 27

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

18.10.2016  
USOS 6.2.0

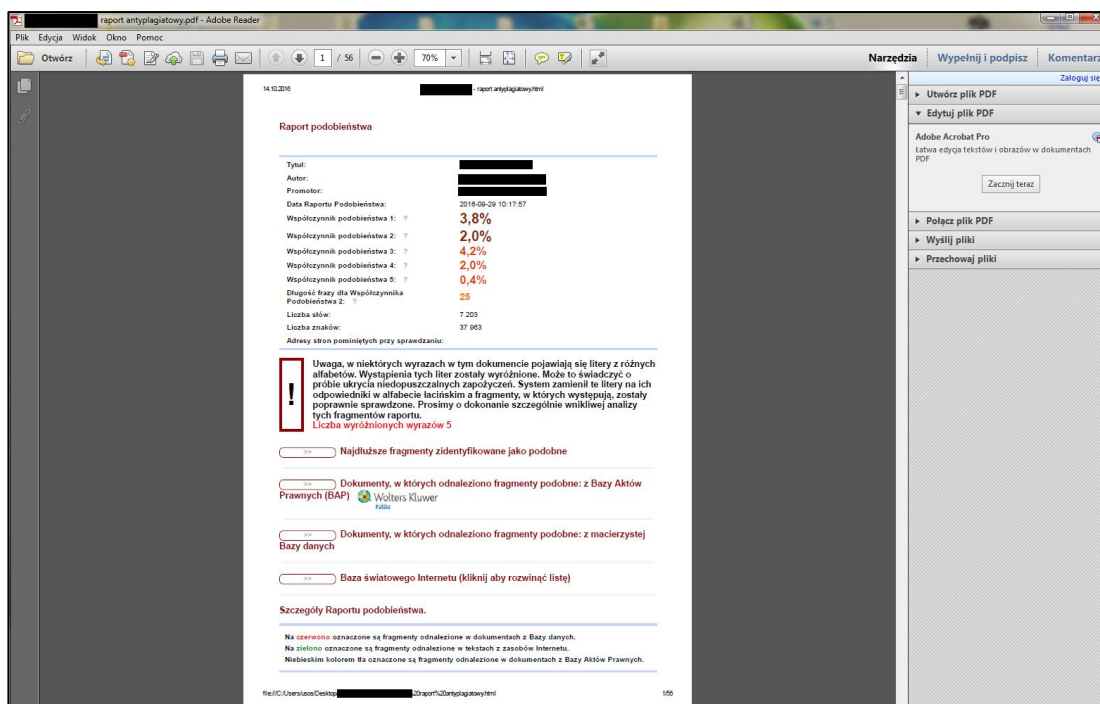


Figure 28

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

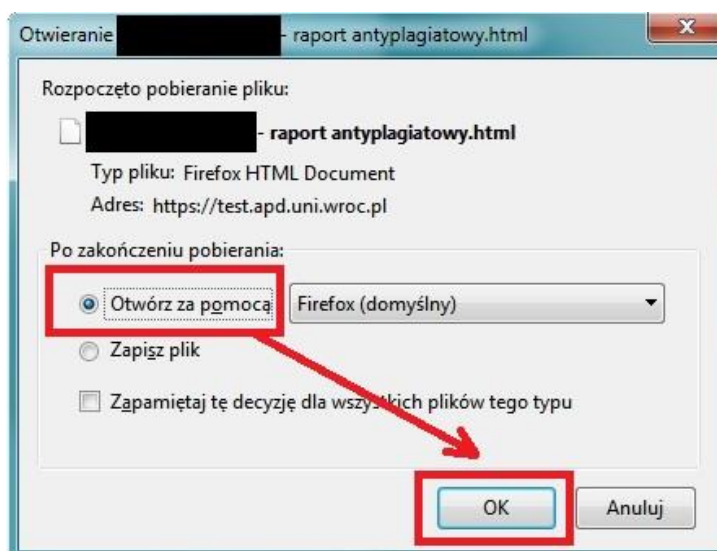


Figure 29

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

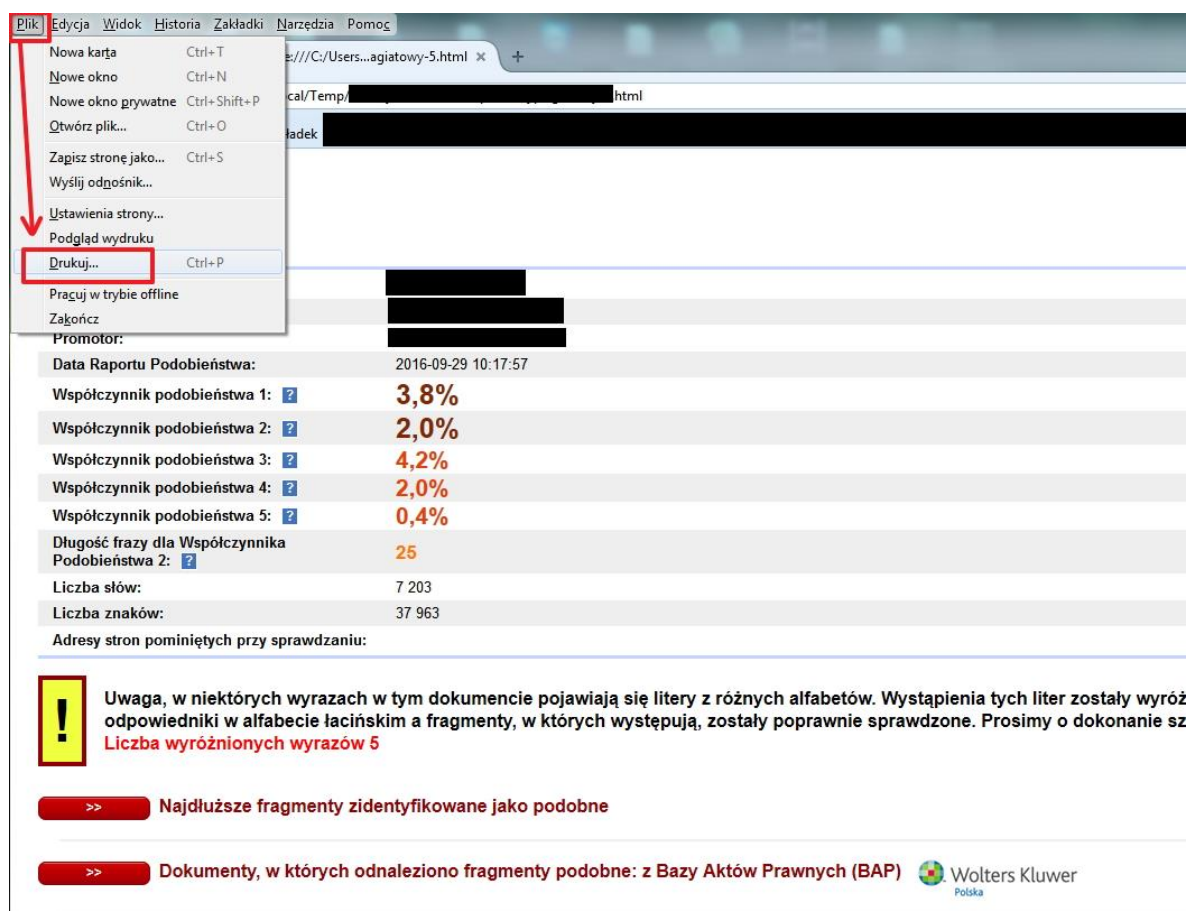


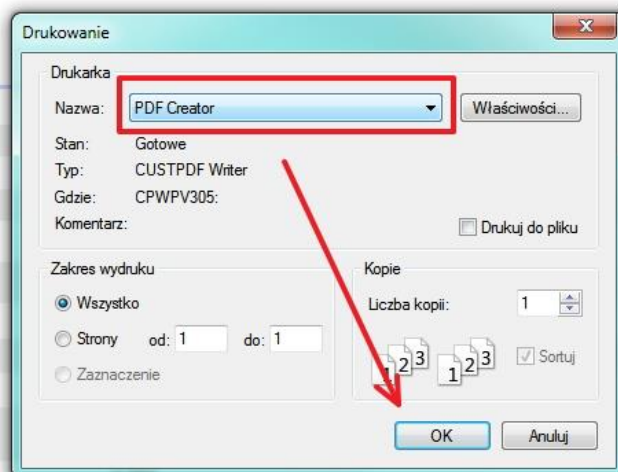
Figure 30

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



## Raport podobieństwa

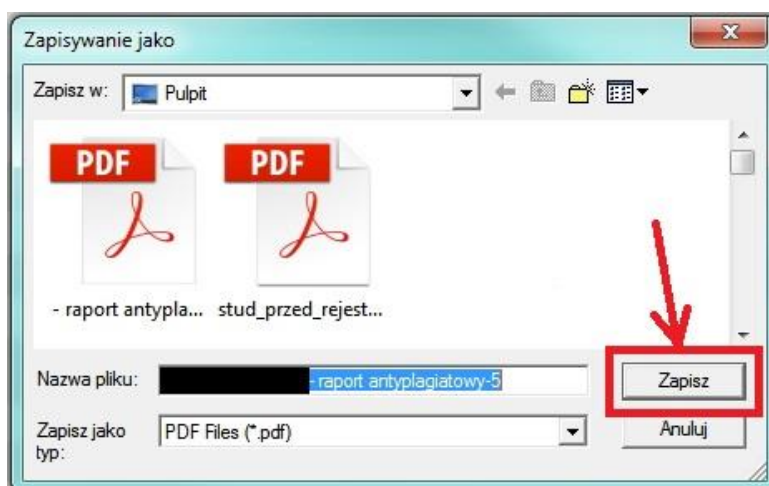
Tytuł:  
Autor:  
Promotor:  
Data Raportu Podobieństwa:  
Współczynnik podobieństwa 1: ?  
Współczynnik podobieństwa 2: ?  
Współczynnik podobieństwa 3: ?  
Współczynnik podobieństwa 4: ?  
Współczynnik podobieństwa 5: ?  
Długość frazy dla Współczynnika Podobieństwa 2: ?  
Liczba słów: 7 203  
Liczba znaków: 37 963  
Adresy stron pominiętych przy sprawdzaniu:



Uwaga, w niektórych wyrazach w tym dokumencie pojawiają się litery z różnych alfabetów. Wystąpienia tych liter odpowiedniki w alfabecie łacińskim a fragmenty, w których występują, zostały poprawnie sprawdzone. Prosimy o **Liczba wyróżnionych wyrazów 5**

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):

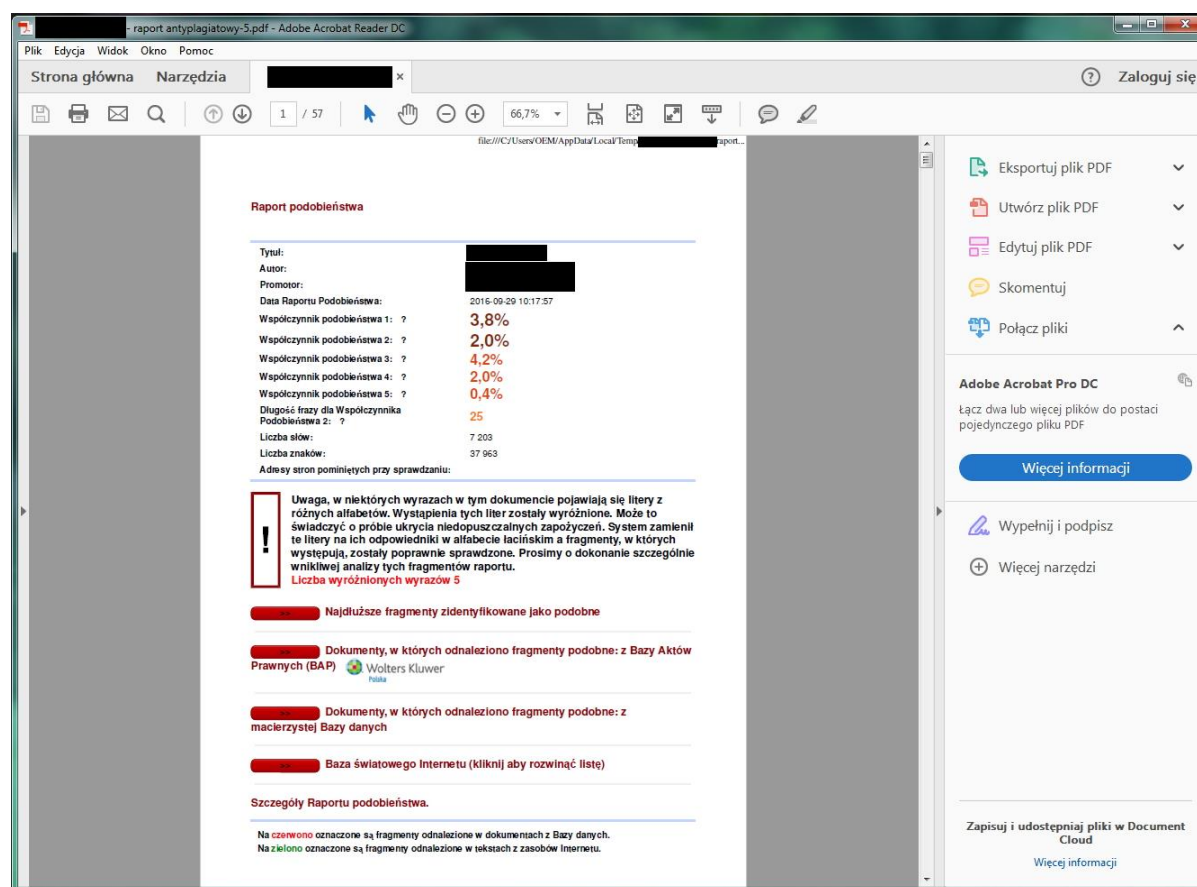



Figure 33

## 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.



**Uniwersytet  
Wrocławski**

INFORMATIONCATALOGUEMY THESES

QUICK START

SEARCH

- quick
- advanced

THESES

- theses catalogue
- Przykładowa praca magisterska**

PEOPLE

- search

## Przykładowa praca magisterska

### Master thesis

[back to previous page](#)

#### Status

1

Thesis author

Entering thesis data

→

2

Thesis author

Adding files

→

3

Thesis supervisors

Data acceptance

→

4

Thesis supervisor and reviewers



Writing reviews

→


5

Thesis is ready for defence


#### Thesis information

Language of the thesis:	English [EN]
Title:	<div><div>🇬🇧</div> Przykładowa praca magisterska</div> <div><div>🇵🇱</div> Przykładowa praca magisterska</div>
Author:	<div><div></div></div> <div>Magisterium na WPAAE for study program AD-K-S2</div> <div>Date of defence: Oct. 31, 2016, 8:49 a.m.</div> <div> Message to the authors</div>
Dissertation advisor:	<div><div></div></div>
Organizational unit:	Faculty of Law, Administration and Economics
Date of approval of the subject:	Oct. 26, 2016
Abstract:	<div><div>🇬🇧</div> Tu wpisz streszczenie w języku angielskim.</div> <div><div>🇵🇱</div> Tu wpisz streszczenie w języku polskim.</div>
Keywords:	<div><div>🇬🇧</div> Tu wpisz słowa kluczowe w języku angielskim.</div> <div><div>🇵🇱</div> Tu wpisz słowa kluczowe w języku polskim.</div>
Reviewers:	<div><div></div></div> <div><div></div></div> <div> Message to reviewers</div>
Status:	Reviewers should write and approve reviews
Archiving status:	Archived

#### Files

 **Załączniki.zip** | (no description given)

kind: Other | size: 1.1 MB | language: English [EN] | submitted on 2016-10-26 10:16 by

 **Printable version** | (no description given)

original file: UW-23-123456-2016.pdf | kind: Thesis | size: 5.8 MB | language: English [EN] | submitted on 2016-10-26 12:41 by

Version of the thesis: 1

[View files](#)

#### Anti-plagiarism check

**File: UW-23-123456-2016.pdf**

**Report received** [\[download\]](#)

size: 403.3 KB | received on 2016-10-26

#### Reviews



<div><div></div></div>	<div><div></div></div> <div>author</div>
<div><div></div></div> <div>reviewer</div>	<div><div></div></div> <div></div>
<div><div></div></div> <div>reviewer</div>	<div><div></div></div> <div></div>

Figure 34

Uniwersytet Wrocławski, Dział Informatycznych Systemów Obsługi Studiów

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## 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):

Uniwersytet Wrocławski

INFORMATION CATALOGUE MY THESES

QUICK START

SEARCH

- quick
- advanced

THESES

- theses catalogue
- Przykładowa praca magisterska**

PEOPLE

- search

### Przykładowa praca magisterska

Master thesis

[back to previous page](#)

Status

1 Thesis author Entering thesis data → 2 Thesis author Adding files → 3 Thesis supervisors Data acceptance → 4 Thesis supervisor and reviewers Writing reviews → **5 Thesis is ready for defence**

#### Thesis information

Language of the thesis:	English [EN]
Title:	Przykładowa praca magisterska Przykładowa praca magisterska
Author:	<input type="text"/> Magisterium na WPiAŚ for study program AD-K-52 Date of defence: Oct. 31, 2016, 8:49 a.m. <a href="#">Message to the authors</a>
Dissertation advisor:	<input type="text"/>
Organizational unit:	Faculty of Law, Administration and Economics
Date of approval of the subject:	Oct. 26, 2016
Abstract:	Tu wpisz streszczenie w języku angielskim. Tu wpisz streszczenie w języku polskim.
Keywords:	Tu wpisz słowa kluczowe w języku angielskim. Tu wpisz słowa kluczowe w języku polskim.
Reviewers:	<input type="text"/> <input type="text"/> <a href="#">Message to reviewers</a>
Status:	Thesis is ready for defence or after defence
Archiving status:	Archived

#### Files

**Załączniki.zip** | (no description given)  
kind: Other | size: 1.1 MB | language: English [EN] | submitted on 2016-10-26 10:16 by

**Printable version** | (no description given)  
original file: UW-23-123456-2016.pdf | kind: Thesis | size: 5.8 MB | language: English [EN] | submitted on 2016-10-26 12:41 by  [View files](#)

Version of the thesis: 1

#### Anti-plagiarism check

**File: UW-23-123456-2016.pdf**  
**Report received** [\[download\]](#)  
size: 403.3 KB | received on 2016-10-26

#### ORPD upload

Thesis has not been uploaded

#### Reviews

	<input type="text"/>	author
<input type="text"/>		reviewer
<input type="text"/>		reviewer

Figure 35