


SHORT GUIDE FOR ARCHIVE FOR DIPLOMA THESES (APD) SYSTEM FOR REVIEWERS

1. Log in to <https://apd.sgh.waw.pl/>. On the right side you will see “My tasks”. A thesis appears in this column after being sent by student to step no. 3 – afterwards Supervisor writes a review. Each time you get a thesis (in “My tasks”) you will also receive an email to your SGH email account.
2. To write a review, click on the title of a thesis in “My task” column. You will see “Thesis information”. To open the file with thesis you have to click on the title (located at the bottom of the website). Thesis file is called accordingly to this pattern:
[unit code]-[type of diploma]-[code of study direction]-[number of album]- [the following number]-[set number]
3. At the bottom of the website, the Reviewer will find  button in the Reviews section.
4. After completing the form, the Reviewer shall approve the review.
5. Within 15 days of receipt of email notification of the task assigned in APD system, the Reviewer has to print out and sign the review form. After that the Reviewer should bring it to the appropriate Dean's Office.