

Instruction for processing diploma theses in the APD system for students

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1. General information

Archive of Diploma Theses (APD) serves the purpose of verifying and storing of diploma theses. The process of handling a diploma thesis in the system shall be triggered automatically after the selection of a seminar. The thesis title and supervisor's data shall be entered into the system. The thesis data shall be put into the APD system on the list of tasks for the thesis Author-student thus initializing the process of entering the thesis. Fig. 1 presents the scheme of thesis circulation in the system.



Fig. 1 The scheme of thesis circulation in the APD system

All steps of the thesis circulation in the APD system shall be subsequent and may not be triggered without the necessary data being completed.

2. Logging into the APD system

After selecting a language by pressing the flag icon, click log in in the top right-hand corner of the website <https://apd.sgh.waw.pl>.

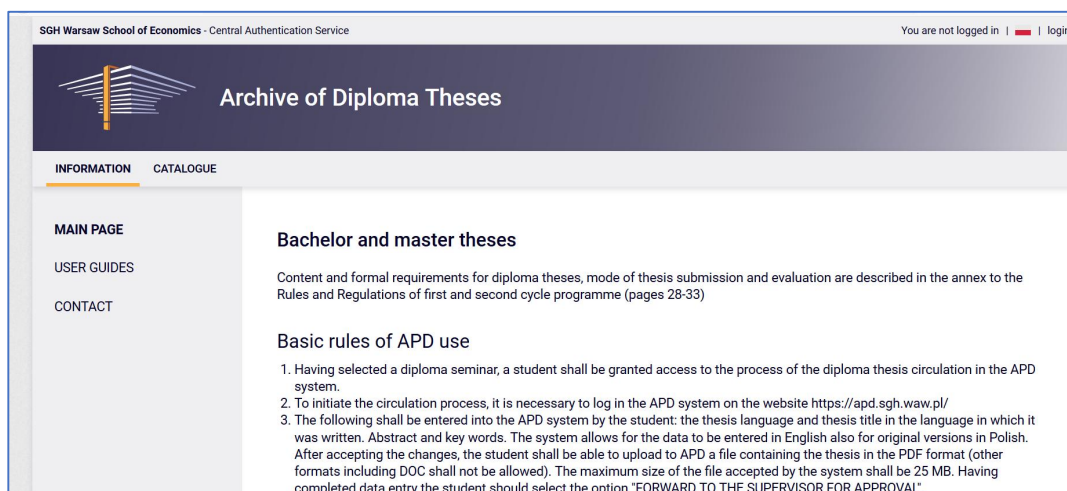


Fig. 2 Logging into the APD system

The system shall transfer you to the AUTHORIZATION page.

After entering the login and password and clicking LOG IN you will be transferred to the APD system to the student's account.

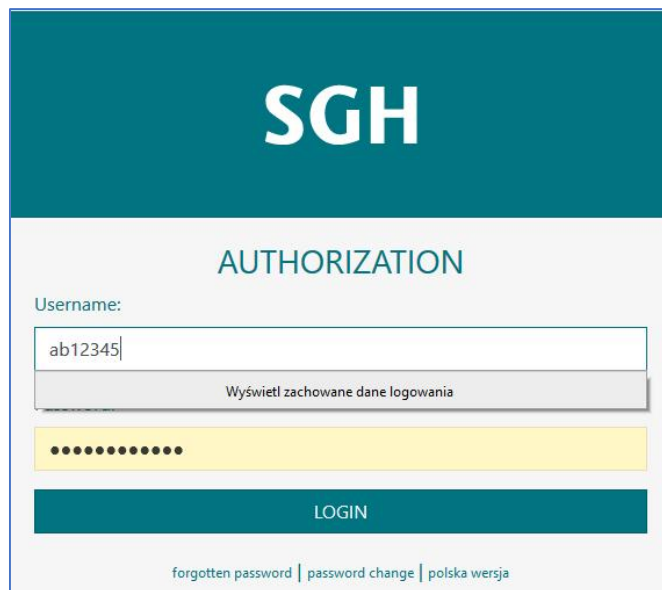


Fig. 3 *Authorization*

3. Step 1 – The student (thesis author): entering the thesis data

After logging into the APD system the student shall be transferred to the tab SHORTCUT – My theses and tasks

The tab contains two tables with the student's theses:

- Left-hand side table **Diploma theses** is a list of all student's theses,
- Right-hand side table **Tasks** is a list of theses for which there are tasks to be completed by the student.

The student shall receive notification of every task to be completed in the APD system to his/her email address in SGH domain.

To start the process of thesis circulation in the system, click the thesis title in the right-hand side table **Tasks**

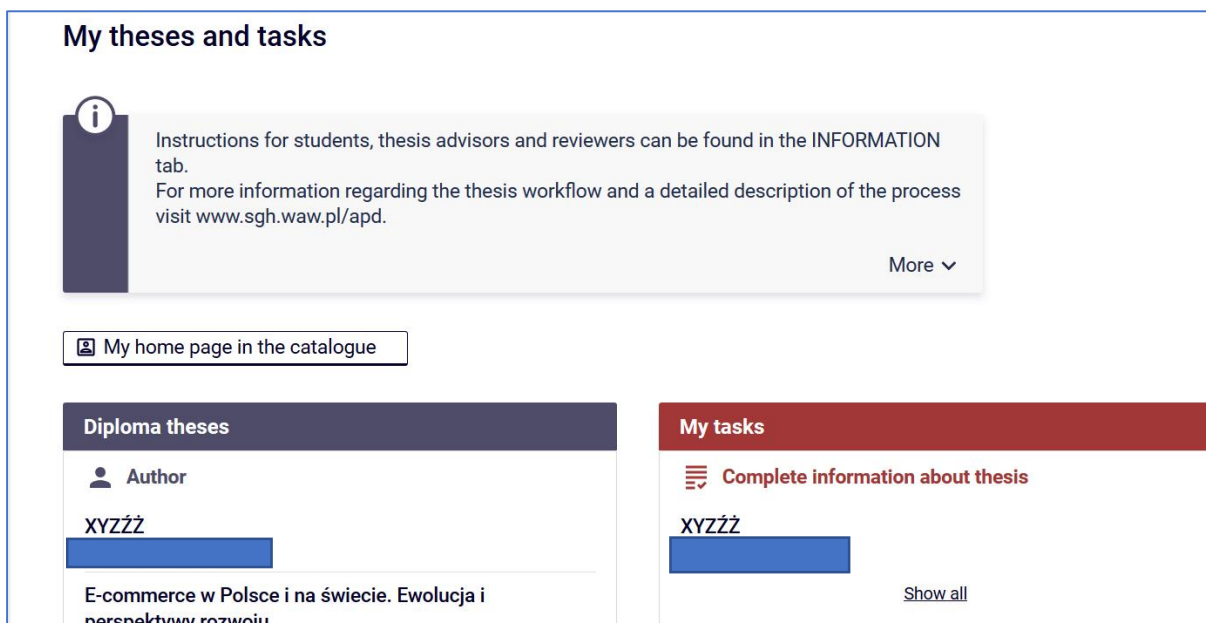


Fig. 4 *Initializing the thesis circulation process*

After clicking, step 1 of the thesis circulation process shall Begin – entering the thesis data by the author. The stage of the process shall be marked on the **Thesis status** with bold font.

In this step you should complete:

1. The language of the thesis
2. The title of the diploma thesis (the title may have been wrongly transferred from the system in which case it should be corrected). The title may be also entered in English (the field is not obligatory).

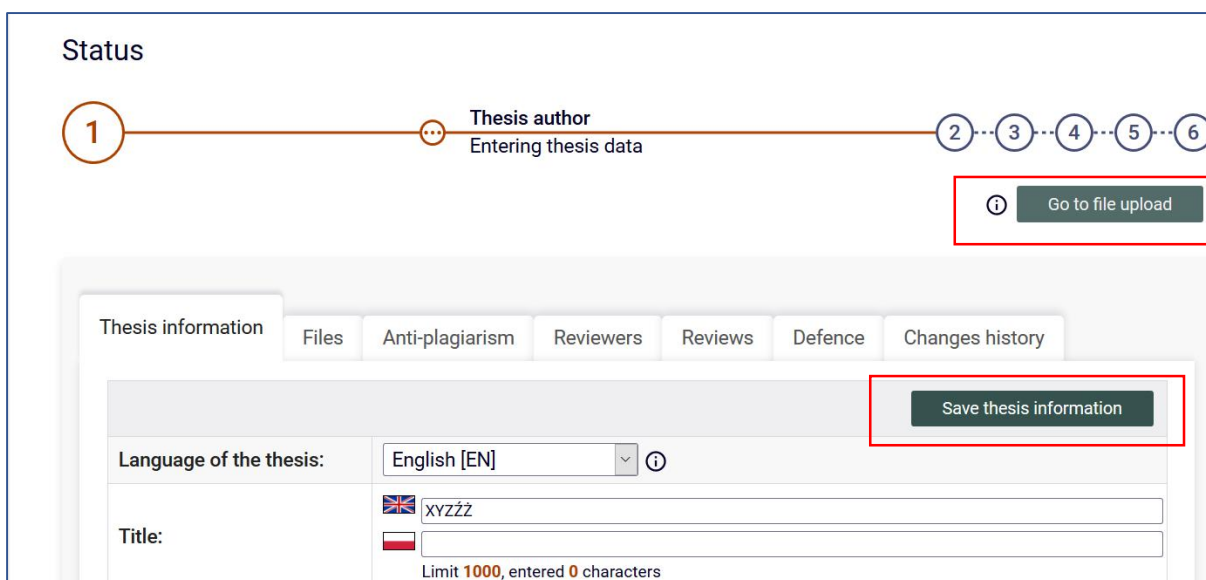


Fig. 5 *Completing the thesis title*

Then:

3. Abstract in Polish (limit of characters 4000)
4. Abstract in English (the field is not obligatory)
5. Key words (limit of characters 1000)

6. Key words in English (the field is not obligatory)

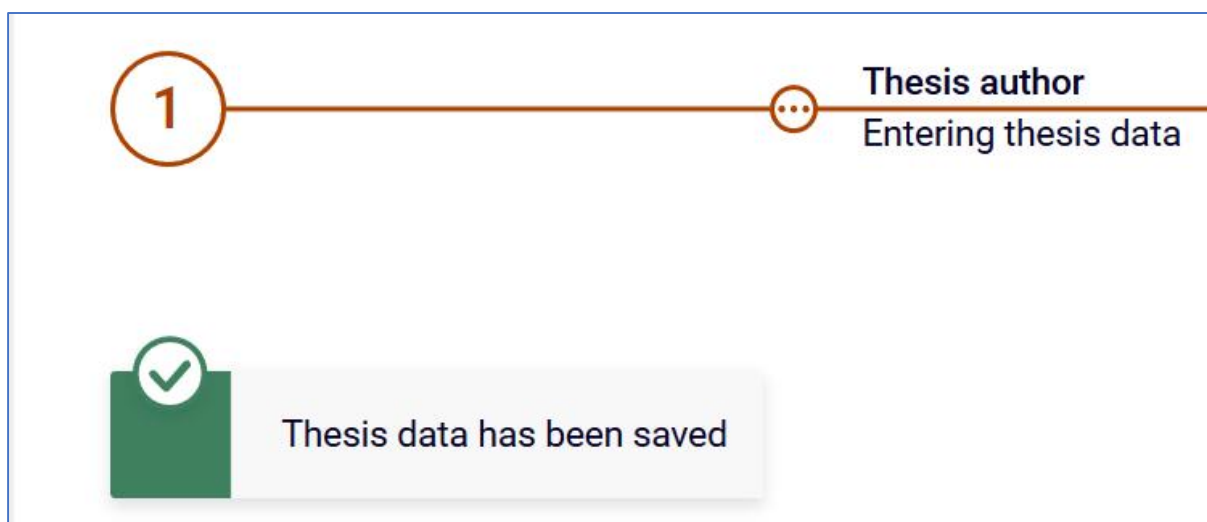
The screenshot shows a form with two text input fields for keywords. The top field has a UK flag icon and the text "Limit 1000, entered 0 characters". The bottom field has a Polish flag icon and the text "Limit 1000, entered 0 characters". Below the fields is a table with the following data:

Reviewer:	prof. dr hab. Agnieszka Alińska	✉
Status:	Author of the thesis should type data	ⓘ
Archiving status:	To be archived	ⓘ

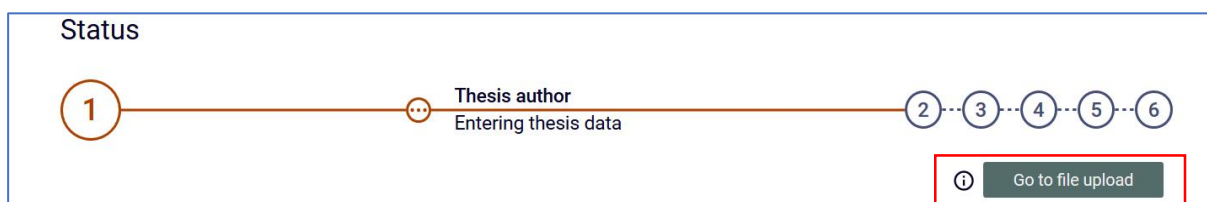
A red box highlights a "Save thesis information" button in the bottom right corner.

Fig. 6 Completing the abstract and key words

After completing all data, save them by clicking SAVE THESIS DATA in the top right-hand corner of the option **Thesis information**. Thesis information shall receive the status:



In order to pass to the next step of the diploma thesis circulation process – step 2 Sending files with the thesis, click the button Go to adding files.



After this transfer is done you may still go back to correcting the entered information by selecting the button RETURN TO DATA EDITION.

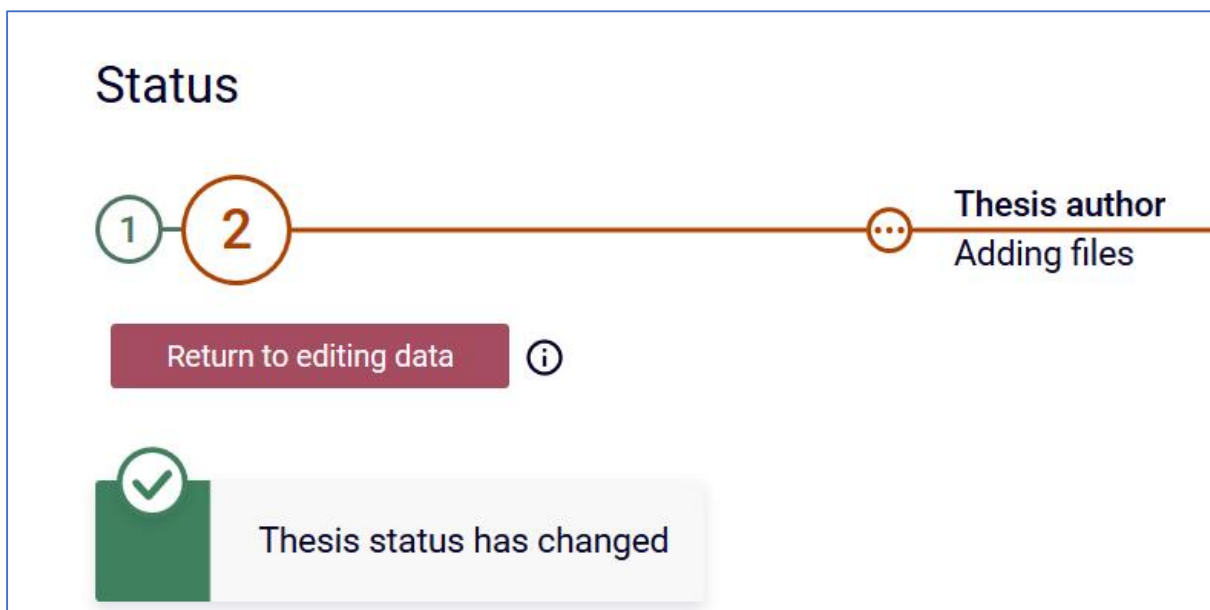


Fig. 7 Return to data edition

4. Step 2 – student (thesis author): Sending the thesis files

After moving from step 1 to step 2 the student shall receive a notification on his/her email address in the SGH domain concerning the task to be completed. The task shall also appear in the tab MY THESES in the table TASKS.

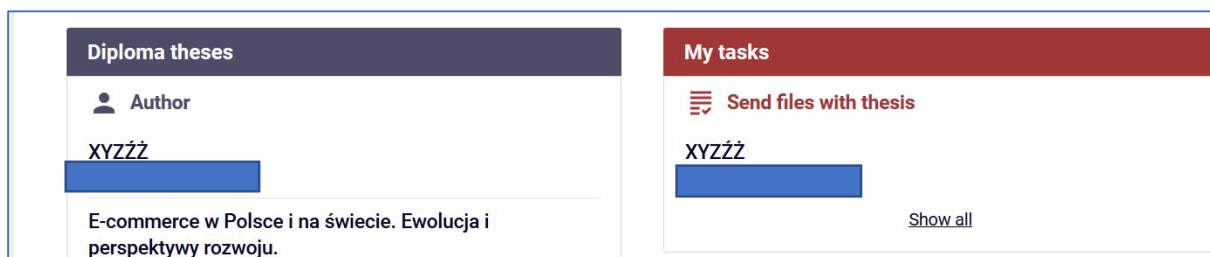


Fig. 8 Tasks – send files

In order to add files to the thesis return to the screen **Thesis status** by clicking on the thesis title and follow the instruction **Add files**.

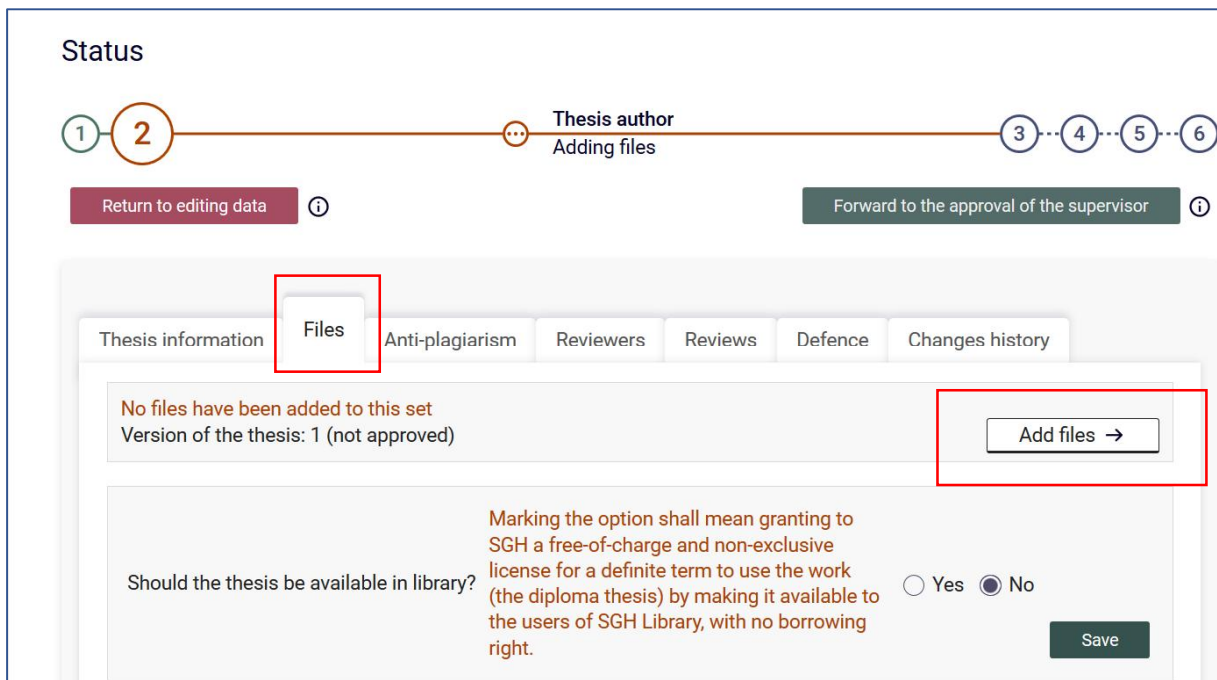
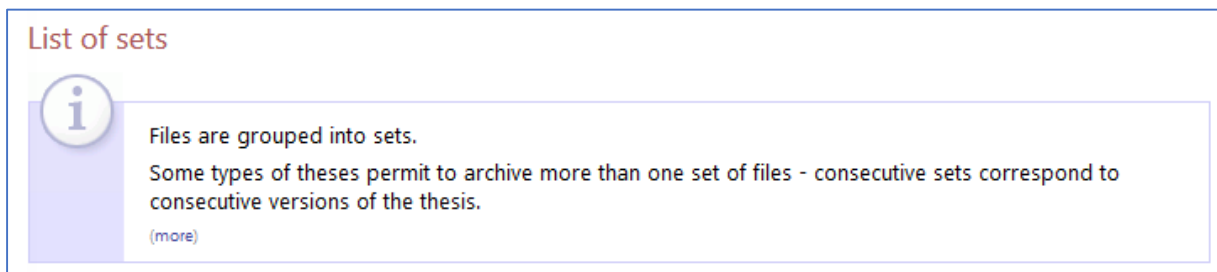


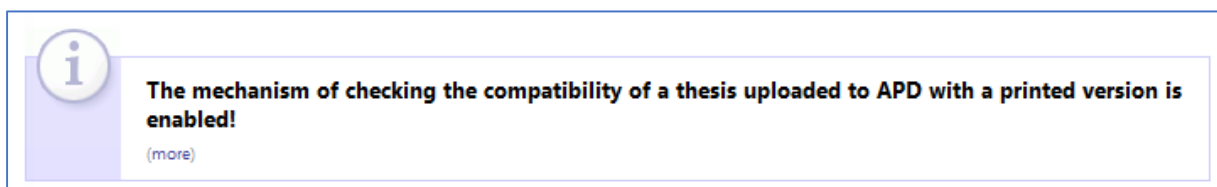
Fig. 9 Adding files

After clicking you will be redirected to the tab Files connected to the thesis. In the section Add file specify Type of the file sent by selecting Thesis from the unfolding list and then indicate the location of the file containing the thesis. The thesis content must be sent in the *.pdf format. Potential thesis attachments shall be added as the type Other in the form of one archive file in RAR, ZIP or 7z. You may add Description to the file attached e.g. Bachelor's thesis (the field is not obligatory).

At the top of the tab Files connected to the thesis there are information frames explaining what the Set is and what the Mechanism of the thesis compliance control is.



Tab. 11 Information frame Sets



Tab. 12 Information frame Mechanism of compliance control

No	Set elements	Approved
1	no files in the set	NO

Add file ?

Add file

Kind:	<div style="border: 1px solid #ccc; padding: 2px;">Thesis</div> <small>Maximum amount in a set: 1 Maximum file size: 25.0 MB Legal extensions: .pdf</small>
File:	<div style="border: 1px solid #ccc; padding: 2px;">Przełączaj... x.pdf</div> <small>The file name will be automatically changed to match a proper format.</small>
Language:	<div style="border: 1px solid #ccc; padding: 2px;">English [EN]</div>
Description:	<div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;">thesis</div> <small>Limit 300, entered 6 characters</small>

ADD TO THE SET

Tab. 13 Adding a thesis to the set

Putting a file in the set shall take place after clicking ADD TO SET which shall be confirmed by displaying an announcement (Fig. 14).

✓

File "SM-MGR-FIR_55511_72424.1_1.pdf" has been added to set 1

No	Set elements	Approved
1	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> ↓ </div> <div> SM-MGR-FIR_55511_72424.1_1.pdf (no description given) <small>kind: Thesis size: 458.3 KB language: English [EN] submitted on 2021-05-09 15:56 by [redacted] Edit Delete Link for single use</small> </div> </div>	NO

Tab. 14 Announcement of the attachments added

After the file has been added, its name shall be automatically changed according to the following pattern:

[unit code]-[diploma type code]-[field of study code]-[student number]- [subsequent number]-[set number]

In order to complete sending thesis files, return to the thesis page of step 2 by clicking [back to thesis](#).

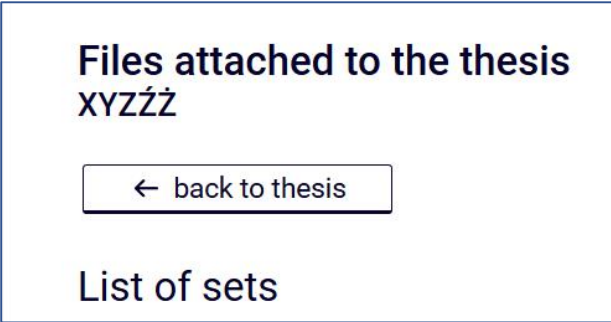
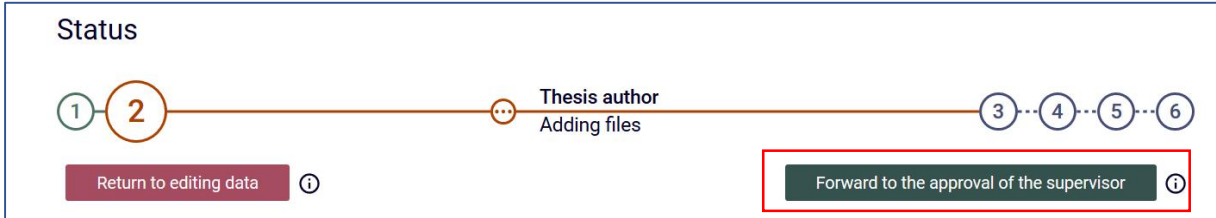


Fig. 15 Returning to the thesis

At this stage you may still correct the previously entered thesis data and return to Step 1 – Entering thesis data by pressing RETURN TO EDITING DATA.

If the data are correct the thesis may be passed on for verification by the Supervisor by clicking FORWARD FOR SUPERVISOR’S APPROVAL.



TAB. 16 Forward for Supervisor’s approval

The thesis shall be forwarded to the Supervisor who shall also receive a notification of the task of thesis verification in the APD system on his/her email address in the SGH domain. Step 3 of the thesis circulation process – Supervisor Data approval shall be activated.

The Supervisor may approve the thesis or forward it for correction. In either case the author shall be advised via email of the change of the thesis status. If the thesis has been forwarded for correction, you must go through step 1 and step 2 of the thesis circulation process again.

Note: The supervisor may send the thesis for correction in two variants:

- FORWARD FOR CORRECTION – in this case you may edit the last added Set with files and delete the wrongly added file, attaching a new one instead. In such a case APD will not archive previously added thesis files.

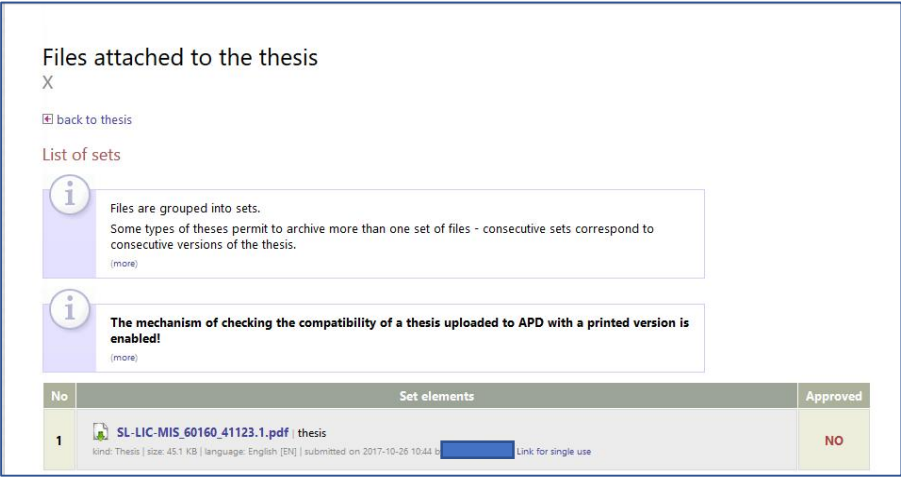


Fig. 17 *Deleting a thesis file*

- CREATE A NEW SET AND FORWARD FOR CORRECTION – in this case a new thesis file may be added to a new Set 2. Set 1 shall be archived and the files contained in it will be undeletable.

To do this click on the icon next to the Supervisor's name in the section **Reviews** under the thesis information.