


## SHORT GUIDE FOR ARCHIVE FOR DIPLOMA THESES (APD) SYSTEM FOR SUPERVISORS

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. Each time you get a thesis (in “My tasks”) you will also receive an email to your SGH email account.
2. To start the process of electronic archiving of diploma thesis, click the title of thesis in “My task” column. First part is called “Thesis information”. Please check, whether title, summary and keywords are provided properly. Open the file with thesis, 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. If further improvement is required (caused by incorrect data or comments), the Supervisor can send it to the previous step by clicking the button “FORWARD TO DATA CORRECTION”.
4. After approving the data and thesis, the Supervisor initialize anti-plagiarism process by “SEND CHECK REQUEST” button.
5. After generating the Affinity Report, the Supervisor can send the thesis to previous step or proceed by entering the content of the review (the thesis evaluation) using “FORWARD TO WRITING OPINION” button.
6. At the bottom of the website, the Supervisor will find  button in the Reviews section.
7. After completing the form, the Supervisor shall approve the review