



UNIWERSYTET  
O P O L S K I

## Archiving diploma theses in the APD system - instruction for students



## I. Procedure for preparing the diploma thesis

After the Dean's Office employee has entered the thesis information in the USOS system, the archiving process is initiated.

Steps in the workflow of the thesis in the APD (Archive of Diploma Theses):

1. Completing the thesis information in the APD system by the student and approving the author's declaration.
2. Sending a file with the thesis by the student to the Supervisor.
3. Acceptance of the thesis information by the Supervisor and approval of the Supervisor's declaration.
4. Issuing reviews by the Supervisor and the Reviewer.
5. Thesis prepared for defence.

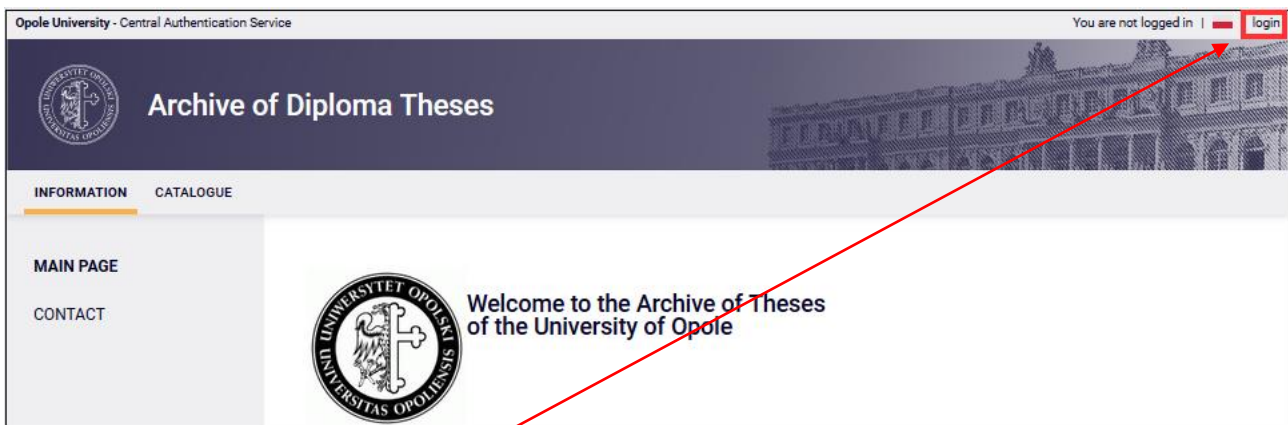
**Supervisor:** notifies the student that the pre-approved thesis needs to be uploaded to the APD.

**Student:** enters the thesis data, approves the author's declaration and adds the thesis file.

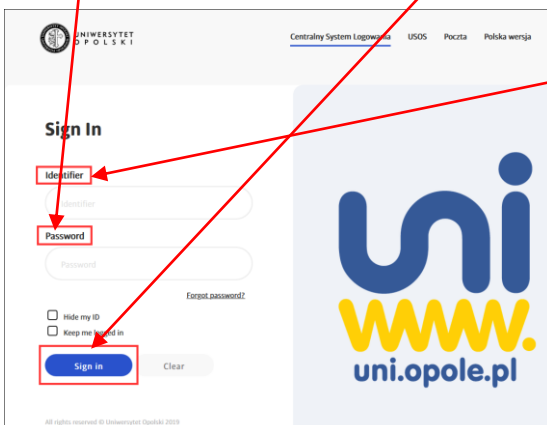
## II. Logging in to the APD

The Thesis Archive (APD) can be found on the website at:

<https://apd.uni.opole.pl>

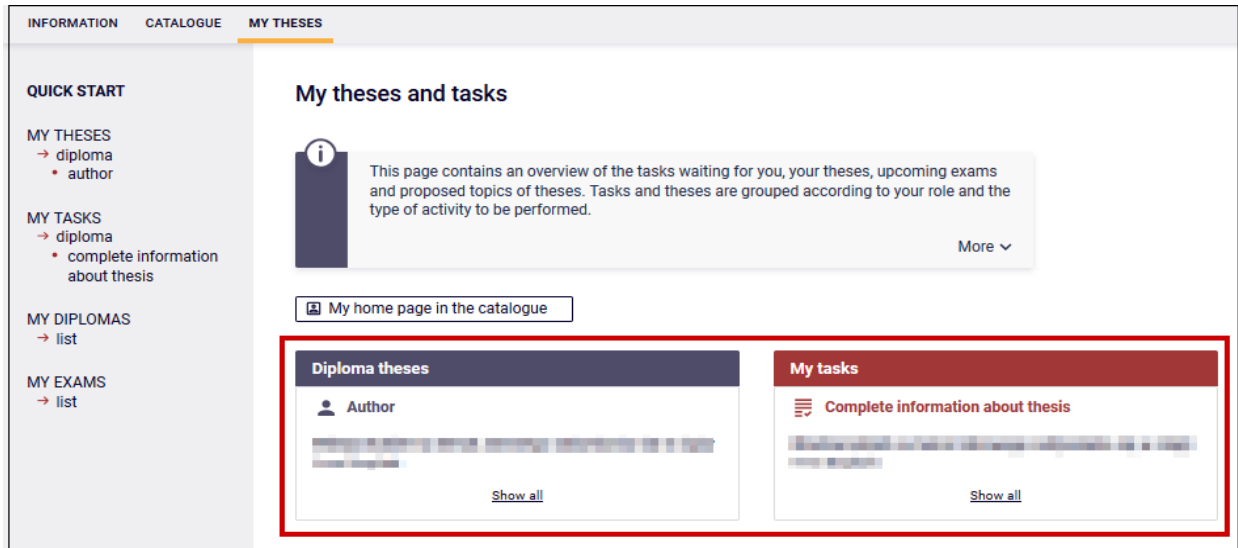


After opening the page, click "**login**" in the top right-hand corner. This will open the page of the Central Logging System of the University of Opole, where you should enter your "**Login**" and "**password**", and then click "**Sign in**".



### III. Theses and tasks in the APD

After logging in to the APD, you will be transferred to the tab "My theses" -> "My theses and tasks".



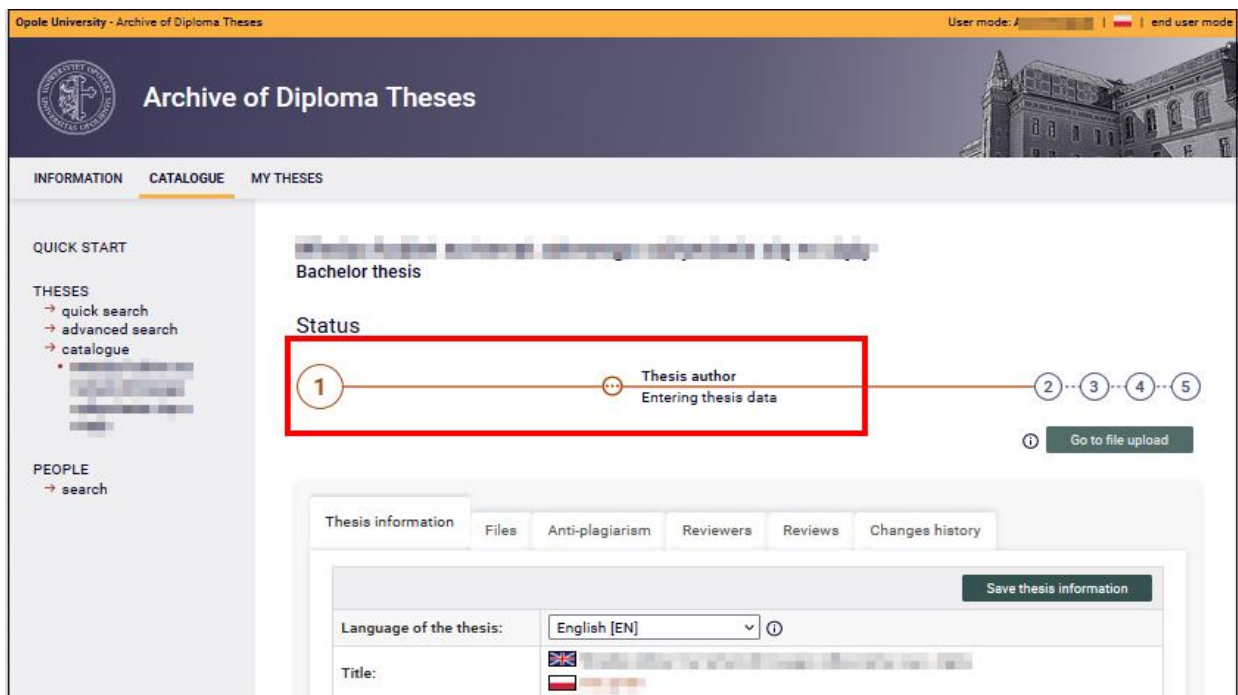
The left-hand side column contains **a list of diploma theses**, the titles of which were previously added by an employee of the Dean's Office in the USOS system.

The column on the right shows **tasks to be completed**, e.g. entering the thesis information or uploading a file with the thesis.

### IV. Completing the thesis data and approving the author's declaration.

In order to enter the thesis information, click the title of the thesis in the "Tasks" window and you will be transferred to the page where the thesis data can be edited.

The current status of the thesis is displayed at the top of the page.



The following should be entered: an abstract of the thesis in Polish and English, key words in Polish and English. Then save the thesis data clickickin **"Save thesis information"**.

Bachelor thesis

Status

1 — Thesis author  
Entering thesis data — 2 — 3 — 4 — 5

Go to file upload

Thesis information | Files | Anti-plagiarism | Reviewers | Reviews | Changes history

Save thesis information

Language of the thesis: English [EN]

Title:

Author: Licencjat z Dietetyki for study program 14-PRK-DIE-S.L.3  
Date of defence: not given

Dissertation advisor:

Organizational unit: Wydział Nauk o Zdrowiu

Date of approval of the subject: April 28, 2021

Abstract:

Test...  
Limit 4000, entered 7 characters

Test...  
Limit 4000, entered 0 characters

Keywords:

Test...  
Limit 1000, entered 7 characters

Test...  
Limit 1000, entered 0 characters

Reviewers:

Status: Author of the thesis should type data

Archiving status: To be archived

Save thesis information

The author's declaration that the paper was prepared by the author himself/herself should be read and approved by clicking **"Approve"**.

Aware of legal liability, including criminal liability, defined in article 233 of the Law dated 6 June 1997 -Penal Code, as amended), I hereby declare that the submitted thesis was written by myself independently, with the use of the indicated works cited and source materials.

I also declare that the thesis does not violate any copyright, pursuant to the law dated 4 February 1994, on copyright and derivative rights as well as personal rights protected by civil law. I certify that the above mentioned thesis does not contain data and information obtained illegally and it has not previously been subject to any procedure related to obtaining a professional title.

At the same time, I consent to the use by the university of the work created by me as a result of performing my duties related with studying, with no remuneration or time or territory restrictions. The use of the work shall involve its dissemination, including recording in computer and network memory, in order to verify the thesis using anti-plagiarism systems as well as granting access to the thesis to third parties.

Additionally, I declare that I have been made aware of the content of article 233(1) of the Law dated 6 June 1997 -Penal Code, pursuant to which "Anyone who gives false testimony or who withholds information while giving testimony to be used in a court proceedings or in any other proceedings carried out pursuant to the Act, shall be subject to the penalty of deprivation of liberty for the period from 6 months up to 8 years." as well as article 233(6) of the Penal Code, pursuant to which "The regulations of § 1-3 and 5 shall apply to the person who provides false testimony, if the law provides the possibility to receive the declaration under the pain of penal liability, respectively" as well as of the resulting penal liability for false testimony, regarding my own authorship of the diploma thesis.

Author statement:  NOT APPROVED

Accept the message that will appear next.

Are you sure you want to continue?

Author statement:  APPROVED  
2021-06-07 11:21 [show](#)

## V. Adding the thesis files

After completing the information about the thesis and approving the declaration, you should go to the next step clicking **"Go to file upload"**.

Proceeding to step 2 does not block the possibility of editing the already entered thesis data.

**Status**

1 — Theses author — Entering thesis data — 2 — 3 — 4 — 5

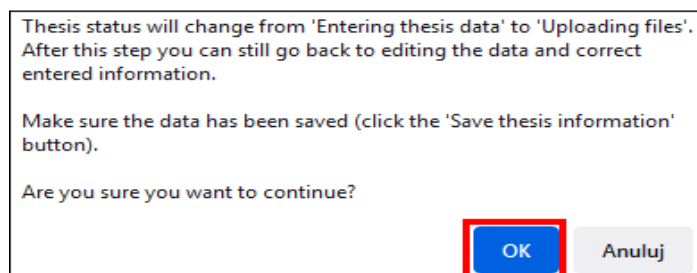
Thesis data has been saved

Thesis information | Files | Anti-plagiarism | Reviewers | Reviews | Changes history

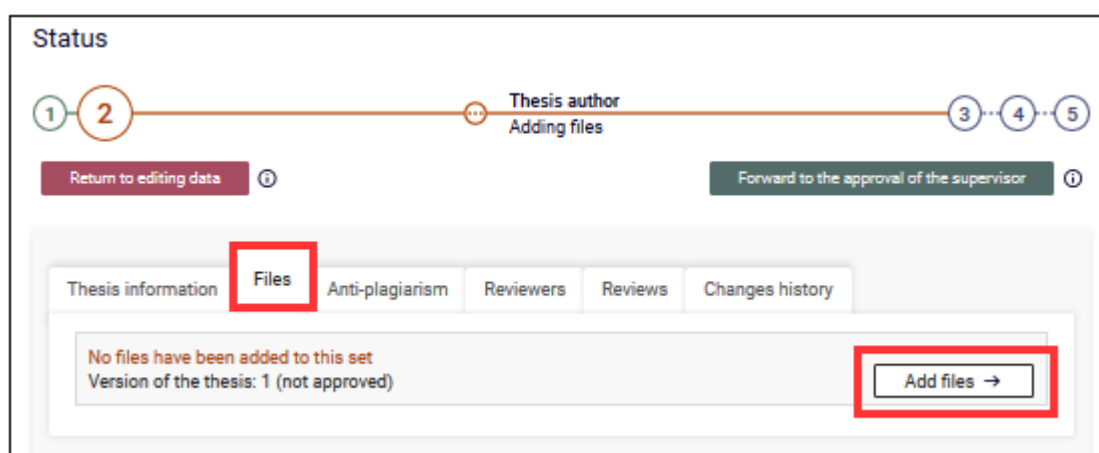
Language of the thesis: English [EN]

Title:

Accept the message that will appear next.



Next step - uploading the thesis files. Go to the **"Files"** tab and click **"Add files"**.



- ✓ From the drop down list, select Kind: "Thesis".  
**NOTE! The THESIS kind file** is the main required file to be examined by the anti-plagiarism system and, after its defence, deposited in the National Repository of Written Diploma Theses.
- ✓ Upload the thesis file in the PDF format (filename: **surname\_given name/s of the author\_current calendar year**).
- ✓ In the Description field enter: Bachelor's, Engineer's or Master's thesis.
- ✓ Click **"Add to the set"**.

In the case of theses to which attachments are created, e.g. a multimedia presentation, a source code of a program, etc., in the given set you should add the file(s) by selecting the **"Practical thesis" Kind**.

Add file ⓘ

Kind: Practical thesis  
Maximum amount in sets: 2  
Maximum file size: 2.0 GB  
Legal extensions: any

File:  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

The added thesis files will appear in the list of attachments located at the top of the page.

To remove a file that has been uploaded by mistake, click "Delete".

It is possible to delete an attached file only before the supervisor approves the file.

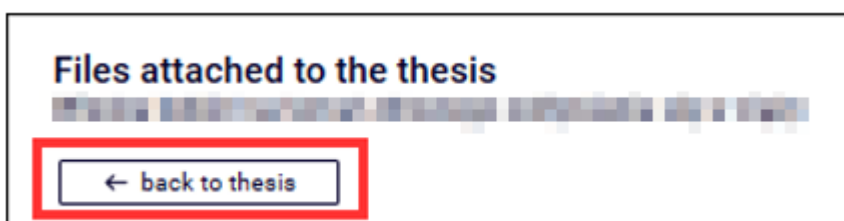
No	Set elements	Approved
1	<p> <b>Printable version</b>   (no description given) original file: Praca_testowa.pdf   kind: Thesis   size: 145.1 KB   language: English [EN]   submitted on 2021-06-07 13:07 by [redacted]   Edit   Delete   Link for single use</p> <p> <b>WNoZ_-_testowe_v2.mp4</b>   (no description given) kind: Practical thesis   size: 714.5 KB   language: English [EN]   submitted on 2021-06-07 14:25 by [redacted]   Edit   Delete   Link for single use</p>	<p><b>NO</b> (Delete this set)</p>

Open the last set for editing

Approve the last set

Approve the last set and create a new one

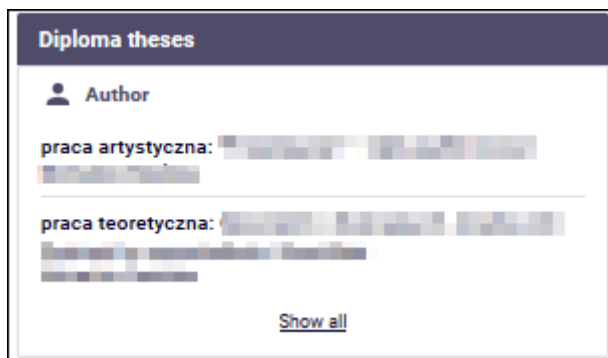
After uploading the thesis file and any attachments, you need to return to the thesis data page by clicking "**back to thesis**".



Once the files have been added, a button allowing you to go to the next step, which is the acceptance of the data by the supervisor, will be activated. At this stage it is also possible to correct the information entered without losing the uploaded files.

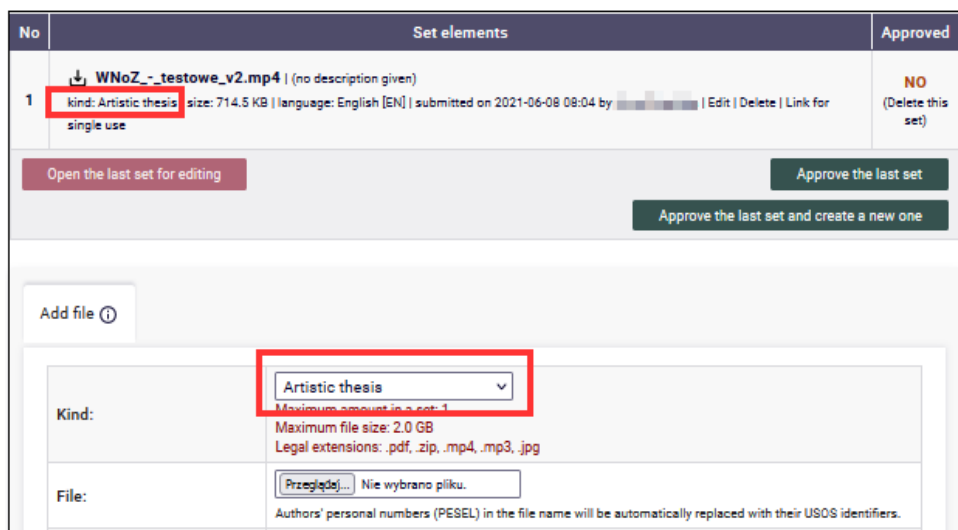
## ART THESES at the Faculty of Art

In the case of students of the Faculty of Art, two theses will appear in the APD system.



The theoretical thesis is processed as shown above.

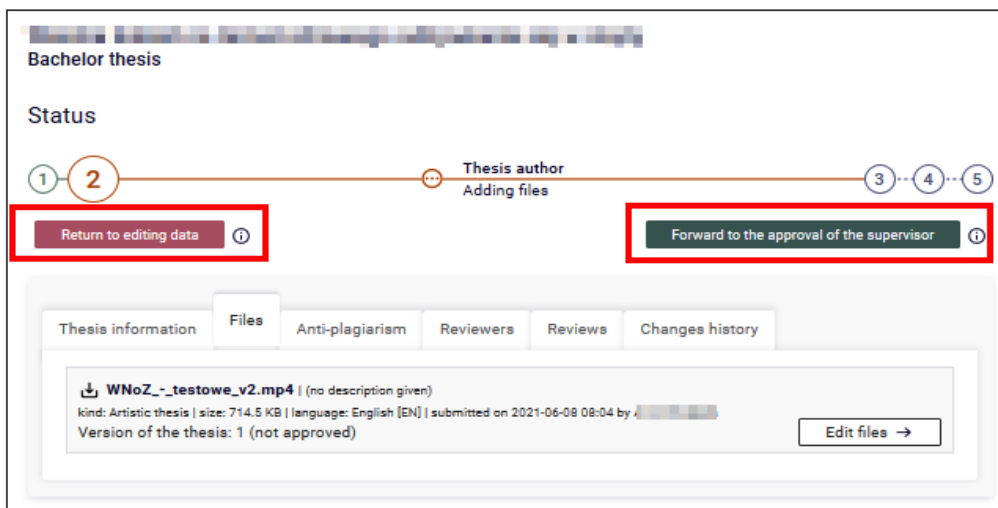
For an artistic thesis, an additional set of files of **"Artistic thesis" Kind** is created - artistic theses are not subject to anti-plagiarism testing and are not deposited in the National Repository of Written Diploma Theses. The set of files of an artistic thesis may contain additional attachments of the Artistic thesis kind. Apart from this exception, the artistic thesis is processed in the same way as a theoretical thesis.



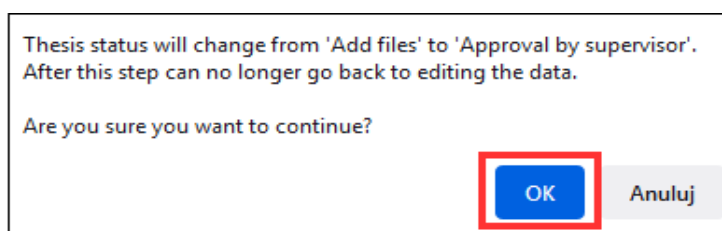
## VI. Submitting the thesis for verification and approval by the supervisor

After verifying the correctness of the completed and submitted data, go to the next step by clicking the button: **"Forward to the approval by the supervisor"**.

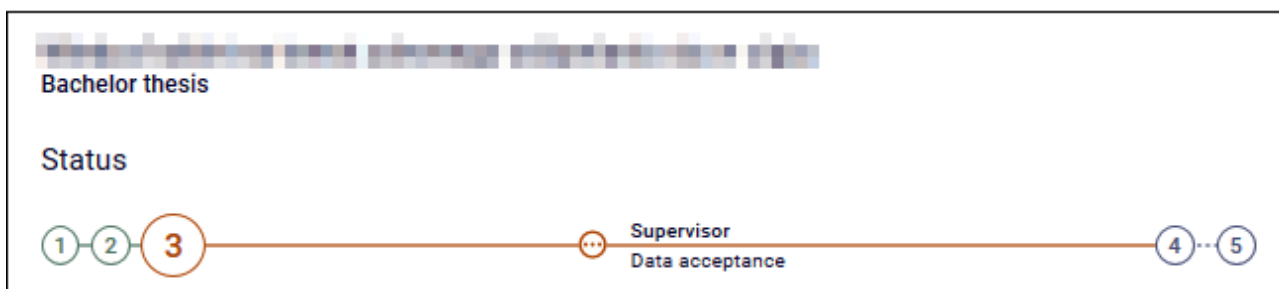




Accept the message appearing in the new window. This action cannot be undone.



The system sends an automatic email to the Supervisor with the information about submitting the thesis for approval.



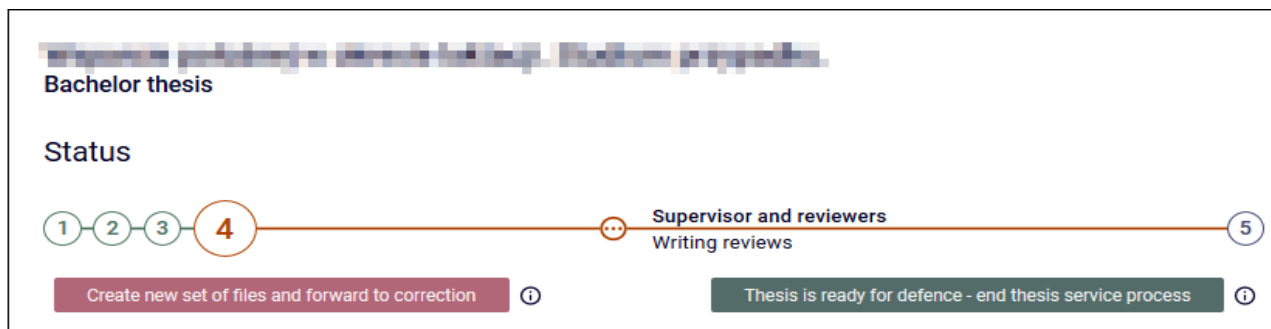
The Supervisor will then check the thesis data and the uploaded files.

If there are any errors in the data entered, the Supervisor withdraws the thesis for correction, providing a comment justifying this action. The student is again given an opportunity to edit the thesis data and to add attachments.

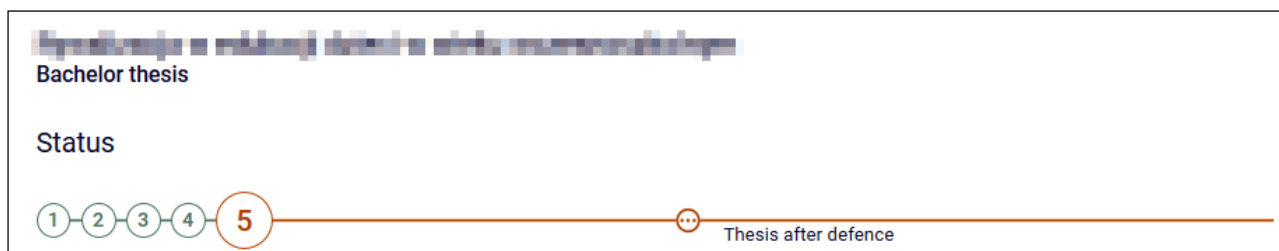
If the information entered by the student is accepted, the thesis is submitted to the Uniform Anti-Plagiarism System for checking and the Supervisor after reviewing the report, either submits the work for correction or for review.

After each status change, the student receives an automatic email notifying them of the approval or withdrawal of the thesis for editing.

## VII. Issuing reviews



A review should be approved not later than three days before the scheduled date of the diploma exam by clicking the button "**Approve review**". The review will be visible for the student and the thesis automatically will go to the next step.



## VIII. Archiving the diploma thesis

**NOTE!**

**Diploma theses are archived only in an electronic form in the UO Archive of Diploma Theses system. Theses are not printed out and submitted to the Dean's Office.**

**Dean's Office employee:** enters in the USOS system the date, time and place of the diploma examination on the basis of the information provided by the coordinator of a given programme.

After being defended, the written diploma thesis is deposited in the ORPPD (National Repository of Written Diploma Theses). Appropriate notification is displayed in the ORPPD tab.

