1. Procedure for the thesis preparation

The graduation procedure is initiated once the thesis topic has been approved in the ADT or the necessary information has been completed on the deanery's side.

ADT flow steps:

1. Completion by the student information about the thesis in the ADT system and approval of the author's statement.
2. Uploading the thesis file by the student to the Supervisor.
3. Acceptance of the thesis data by the Supervisor and approval of the Supervisor's statement.
4. Issuing reviews by the Supervisor and the Reviewer.
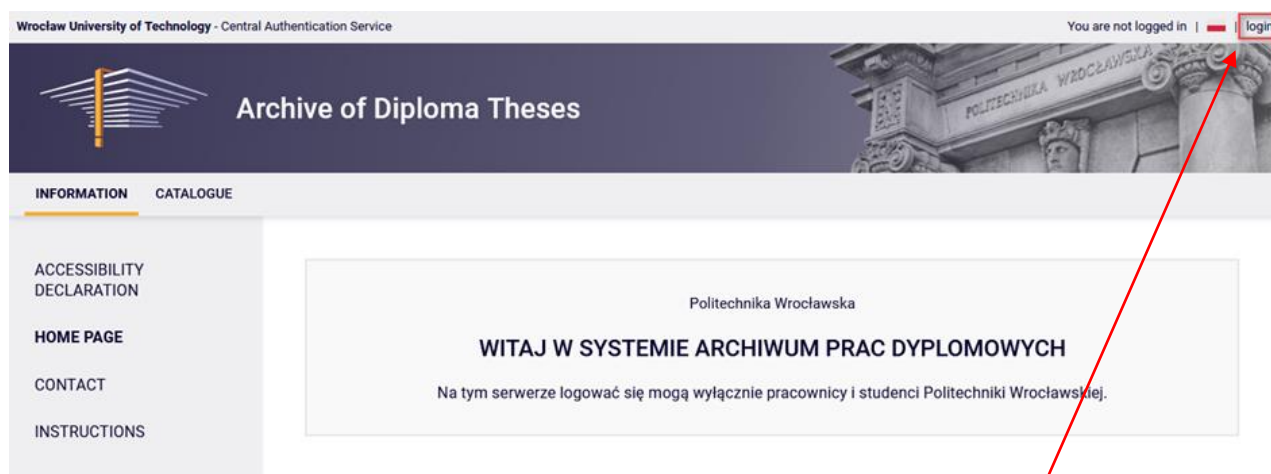5. Thesis ready for defence.

Supervisor: notifies the student that the pre-approved thesis is to be sent to the ADT.

Student: enters the details of the thesis, approves the author statement and adds the thesis file.

2. Logging in to the Archive of Diploma Theses

The Thesis Archive can be found on the website at:

https://apd.usos.pwr.edu.pl

When the webpage opens, click in the top right corner on the word: "**login**".This will open the Central Login System webpage, where you need to enter your "**AD login**" and "**Password**" **and** then click "**Sign in**".

3. Thesis and tasks in the ADT

When you log into the ADT, you will see the tab "**My ADT**" -> "**My theses and tasks**".

The column on the left shows **a list of theses** whose title is added in advance by a member of the dean's office staff in the USOS system or by the committee approving the thesis topics.

The column on the right, on the other hand, contains the **tasks to be carried out,** e.g. completing the thesis information, uploading the thesis file.
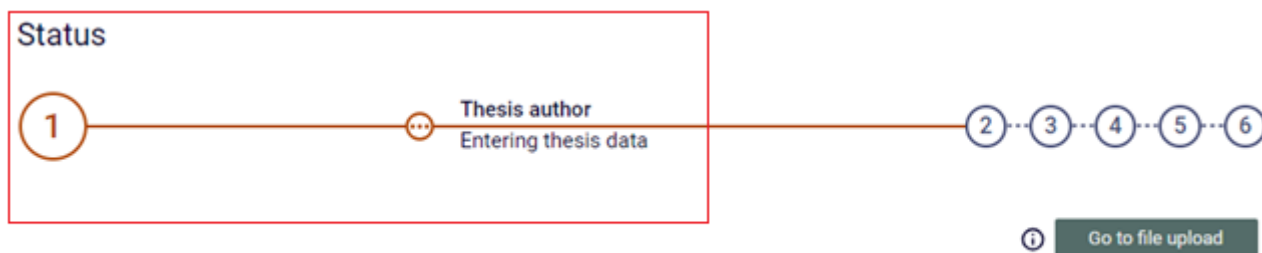
4. Completion of thesis information and approval of author's statement

To enter thesis information, click on the thesis title in the "**My tasks**" window, which will take you to a webpage with space for editing thesis information.

At the top of the webpage, the current operating status is displayed.

The following should be completed: abstract of the thesis in Polish and English, key words in Polish and English, and then save the thesis data using the **"Save thesis information"** button.

Status

1 .... **Thesis author**
Entering thesis data .... 2 ··· 3 ··· 4 ··· 5 ··· 6
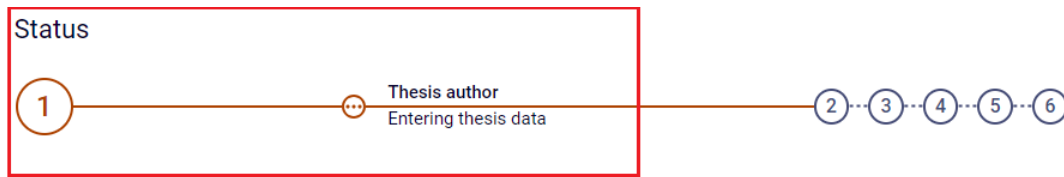
ⓘ Go to file upload

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

Save thesis information

Language of the thesis:	Polish [PL] ▾ ⓘ
Title:	🇵🇱 Metody optymalizacji systemów 🇬🇧 Optimization methods
Author:	M M magister inżynier na kierunku: informatyka stosowana for study program W04-ISTP-000P-OSMW3 **Date of defence:** *not given*
Dissertation advisor:	dr inż. ✉
Organizational unit:	Faculty of Information and Communication Technology
Application for approval of the topic of thesis:	Metody optymalizacji systemów
Date of approval of the subject:	June 16, 2023
Abstract:	Abstract in text format ▾ ⓘ 🇵🇱 [ ] Limit **4000**, entered **0** characters 🇬🇧 [ ] Limit **4000**, entered **0** characters
Keywords:	🇵🇱 [ ] Limit **1000**, entered **0** characters 🇬🇧 [ ] Limit **1000**, entered **0** characters
Status: ⓘ	Author of the thesis should type data
Archiving status: ⓘ	To be archived

Save thesis information

The author's self-statement should then be read and approved by clicking on the **"Approve"** button.

I declare that:
- the diploma thesis that I have submitted is my own work. I have neither used help of third parties nor borrowed from other works. All fragments of the thesis such as quotations, drawings, tables, programmes, etc. of which I am not the author have been properly referenced and their sources have been given in the thesis,
- the written part of the printed version of the diploma thesis is identical with the text of the thesis stored and provided electronically and with the version I have submitted to APD.

At the same time, I take note of the fact that if, as a result of investigation proceedings, the collected evidence confirms that I have committed plagiarism, it will result in restraining any action connected with granting me the professional title until a verdict is issued by the University's disciplinary committee and in submitting a notification on suspicion of committing a crime.

Approve

Author statement: 520236 520236   NOT APPROVED

A message will appear and must be accepted.

Komunikat ze strony apd.usos-test.pwr.edu.pl

Are you sure you want to continue?

OK   Anuluj

Author statement: 520236 520236   APPROVED 2023-06-23 13:58   show

5. Adding thesis files

After completing the thesis information and approving the statement, go to the to the next step and click on the "**Go to file upload**" button.

Performing the transition to step two does not block the possibility of editing the entered information about the thesis.

Status

1 — Thesis author / Entering thesis data — 2 3 4 5 6
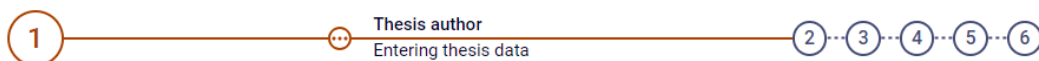
Go to file upload ⓘ

Thesis information | Files | Anti-plagiarism | Defence | Changes history

Save thesis information

Language of the thesis: Polish [PL] ⓘ

Title: Testowa / TEST

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A message will appear which the student should acknowledge.

Komunikat ze strony apd.usos-test.pwr.edu.pl

Thesis status will change from 'Entering thesis data' to 'Uploading files'.
After this step you can still go back to editing the data and correct entered information.

Make sure the data has been saved (click the 'Save thesis information' button).

Are you sure you want to continue?

OK   Anuluj

The next step is to add a file with your thesis. To do this, go to the "**Files**" tab
and click on the "**Add files**" button.

Status

Thesis author
Adding files

Return to editing data

Forward to the approval of the supervisor

Thesis status has changed

Thesis information | **Files** | Anti-plagiarism | Defence | Changes history

No files have been added to this set
Version of the thesis: 1 (not approved)

Add files →

- ✓ **Select Type: 'Thesis'** from the drop-down list.
  IMPORTANT - the file of type THESIS is the main required file subject to examination by the anti-plagiarism system and, after the defence, deposited in the National Repository of Written Dissertations.
- ✓ Add File with thesis in PDF format.
- ✓ In the Description field, enter: Bachelor's, Engineering or Master's Thesis.
- ✓ Then click on the '**Add to the set**' button.

In the case of thesiss for which appendices are created, e.g. a multimedia presentation, the source code of a programme, etc., the file(s) must be added to the set by selecting the **"Database" type.**

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

To delete a file that has been attached by a mistake, click on "Delete".

Deletion of an attached file is only possible before the file has been approved by the promoter.

Once the thesis file and any attachments have been added, return to the thesis data webpage by clicking on the "Back to thesis" link.

Adding the files will activate a button allowing you to proceed to the next step, which is the acceptance of the data by the custodian. At this stage, it is also possible to return to correct the information entered without losing the files added.

6. Handing over the thesis for review and approval by the supervisor

Once the completed and uploaded data has been checked for correctness, it should be forwarded to the next step by clicking on the button: "**Forward to the approval of the supervisor**".

A new window will appear and you will need to confirm. This operation cannot be undone.

The system sends an automatic email to the Supervisor indicating that the thesis has been submitted for approval.

The Supervisor then checks the thesis data entered by the student and the attached files.

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If the information entered by the student contains errors, the Supervisor withdraws the thesis for correction with a comment justifying such a step. The student is again given the opportunity to edit information about the thesis and add attachments.

If, on the other hand, the information entered by the student is accepted, then the thesis is submitted to the Single Anti-Plagiarism System for checking, and the Supervisor after reviewing the report, either submits the thesis for correction or for entry of a review.

Each time a status change is made, the student will receive an automatic email about whether the thesis has been accepted or withdrawn for editing.

I. Issuing a review

The review should be approved at the latest three days before the scheduled date of the diploma examination via the button: "**Approve review**". The review will be visible for the student and the thesis automatically moves to the next step.

II. Archiving of the thesis

Dean's office employee:

- ✓ fills in the USOS system with the date, time and place of the diploma examination on the basis of the information provided by the coordinator of the course concerned.

After the defence, the written thesis is deposited in the ORPPD National Repository of Written Theses. A relevant information appears under the ORPPD tab.

Status

Administration

Thesis information	Files	Anti-plagiarism	Reviewers	Reviews	**ORPPD**	Changes history

Status: [OK] Thesis has been successfully uploaded.

Date: 2023-02-10 11:14

Upload history

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