

# ARCHIVES OF THESES - APD

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Instructions for Students on how to proceed  
with the thesis in the APD system  
at the University of Łódź

Thesis author : Entering thesis data (Step 1)

Thesis author : Adding files (Step 2)



UNIWERSYTET  
ŁÓDZKI

*May 2017*

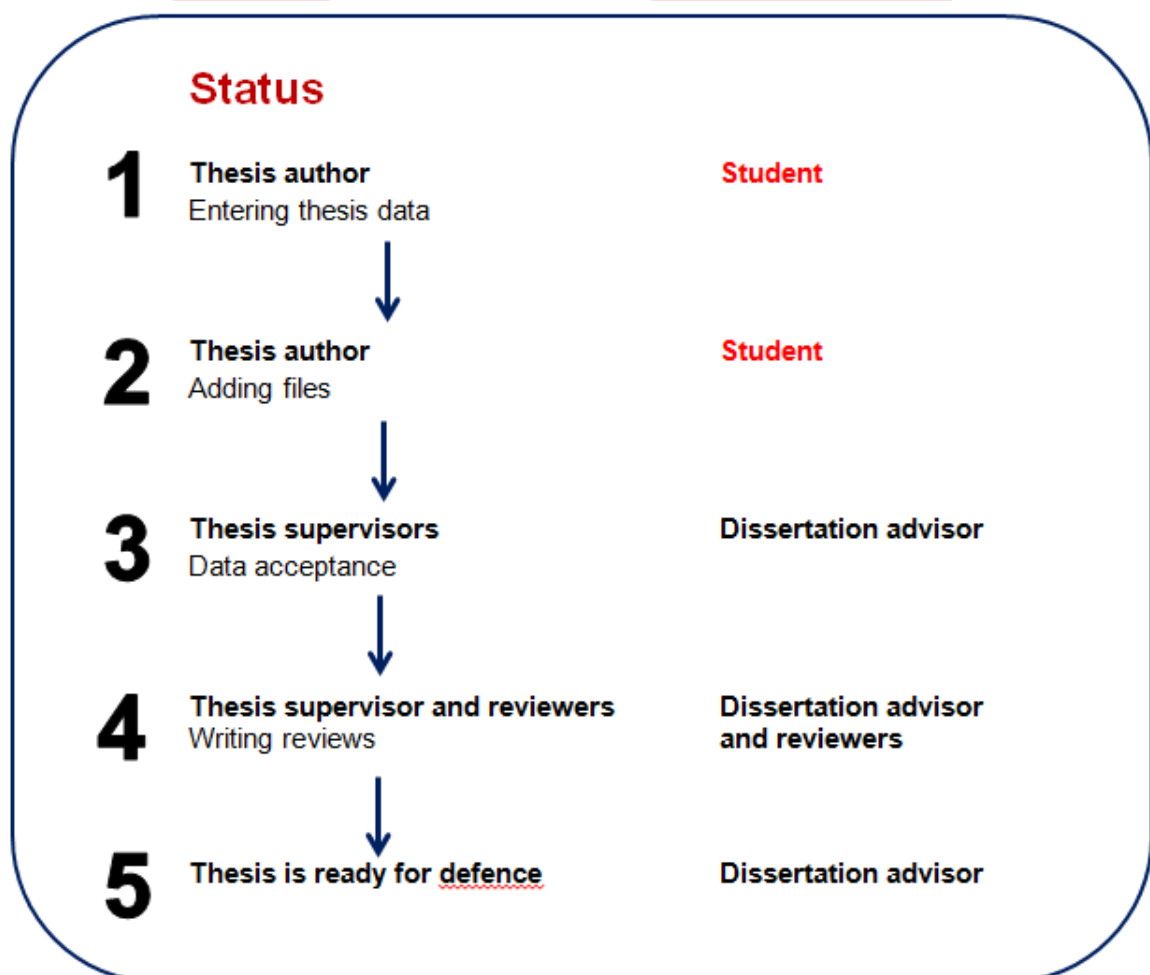
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## 1. General information

**The Archives of Theses** (hereinafter called the **APD**) constitute a system connected with applications of USOS and USOSWEB. The aim of the system is to store and verify students' theses. The procedure of submitting, approving and printing the thesis is as follows:

**The Dean office employee** enters basic information about the diploma thesis in the USOS system (a title of the thesis in the language of the original version, data of the thesis Supervisor, data of the thesis Author and data of the thesis Reviewer/-s if the Reviewers are known at this stage of the procedure). The Dean office employee initiates a process of serving the thesis.

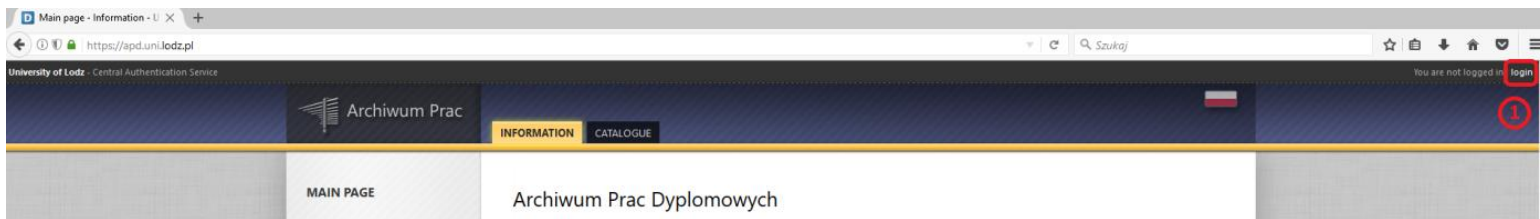
Data about the Thesis connects the **APD** system onto the list of tasks, to the **thesis Author i.e.** the Student and thereby the process of introducing the thesis is initiated.



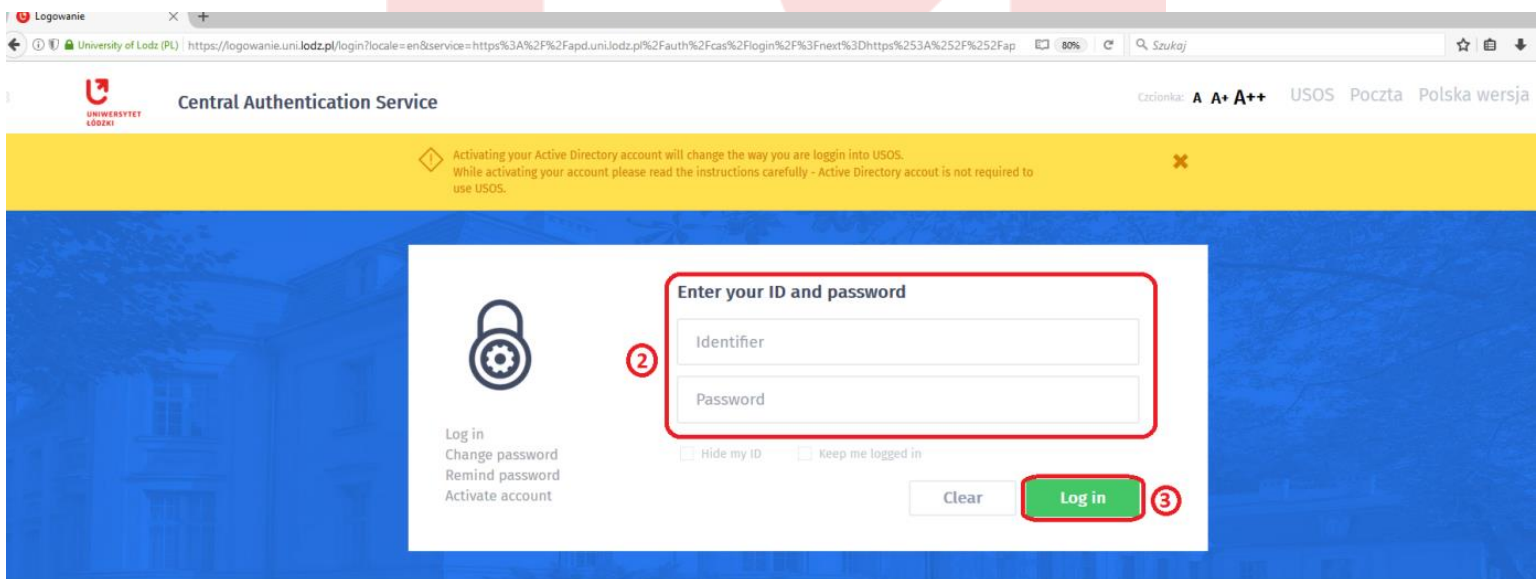
All the stages of proceeding with the Thesis in the APD system follow one another and cannot be started without completing necessary data / performing activities necessary for a given stage.

## 2. Logging in the APD system

At <https://apd.uni.lodz.pl> in the top right corner the Student should click on the log in button (1), the system will automatically transfer her/him to the website of the Central Authentication System [Centralny System Logowania] <https://logowanie.uni.lodz.pl>



On the website of the **Central Authentication System** the Student should enter his/her **Identifier (ID)** and **Password**, the same ones as used for USOSWEB (2), after clicking on the **LOG IN** button the Student will return to the APD site to the Student's account.



### Active Directory account management

Activating your Active Directory account will change the way you log into USOS.

While activating your account please read the instructions carefully - this account is not required to use USOS.

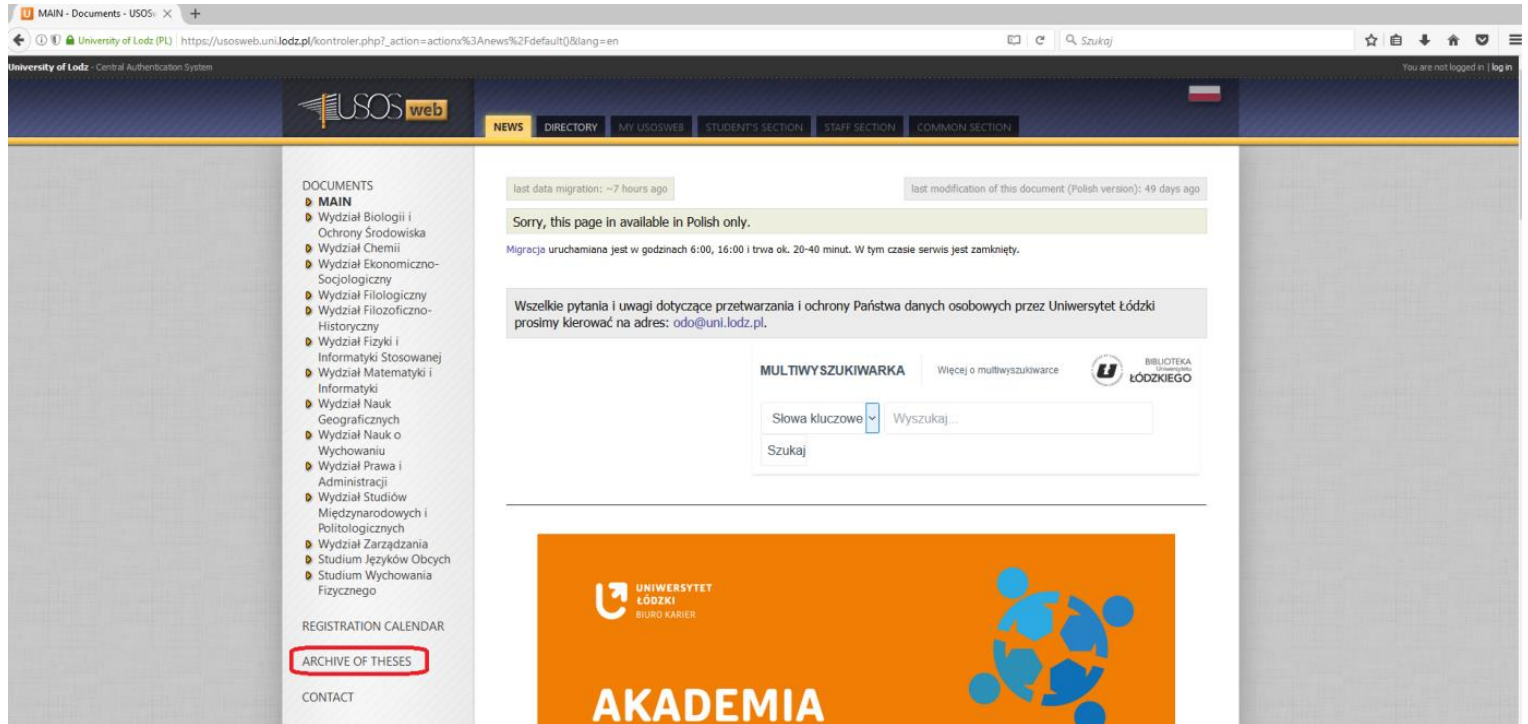
[Activate account](#) [Change e-mail](#)

### Websites using Central Authentication System

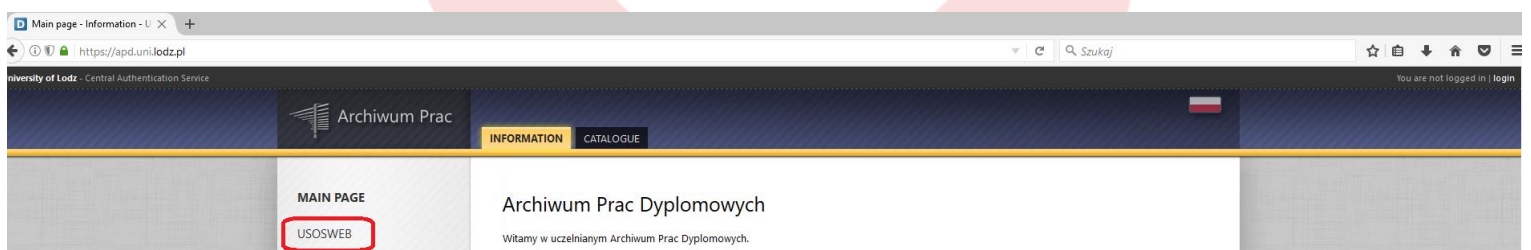
- ▶ USOSWEB
- ▶ Archiwum Prac Dyplomowych
- ▶ UL - Rejestracje Żetonowe
- ▶ Pracownicy Uniwersytetu Łódzkiego
- ▶ Platforma Zdalnego Kształcenia
- ▶ Portal Pracowniczy

To facilitate access to the APD system the link to the website is also attached on the site of <https://usosweb.uni.lodz.pl> in the tab of **News** under the name : **Archives of Theses**

If the Student has been logged in USOSweb, then after clicking on the **Archives of Theses** button, the Student will be automatically transferred to the APD site as a logged user (without new verification of the Identifier and the Password through the Central Authentication System).



The systems connection similarly operates from the APD site to USOSweb. After accessing the APD site at <https://apd.uni.lodz.pl> in the tab of **INFORMATION** a link to the site of **USOSWEB** is attached.



### 3. APD – stage 1 – Author of the thesis: entering data connected with the thesis

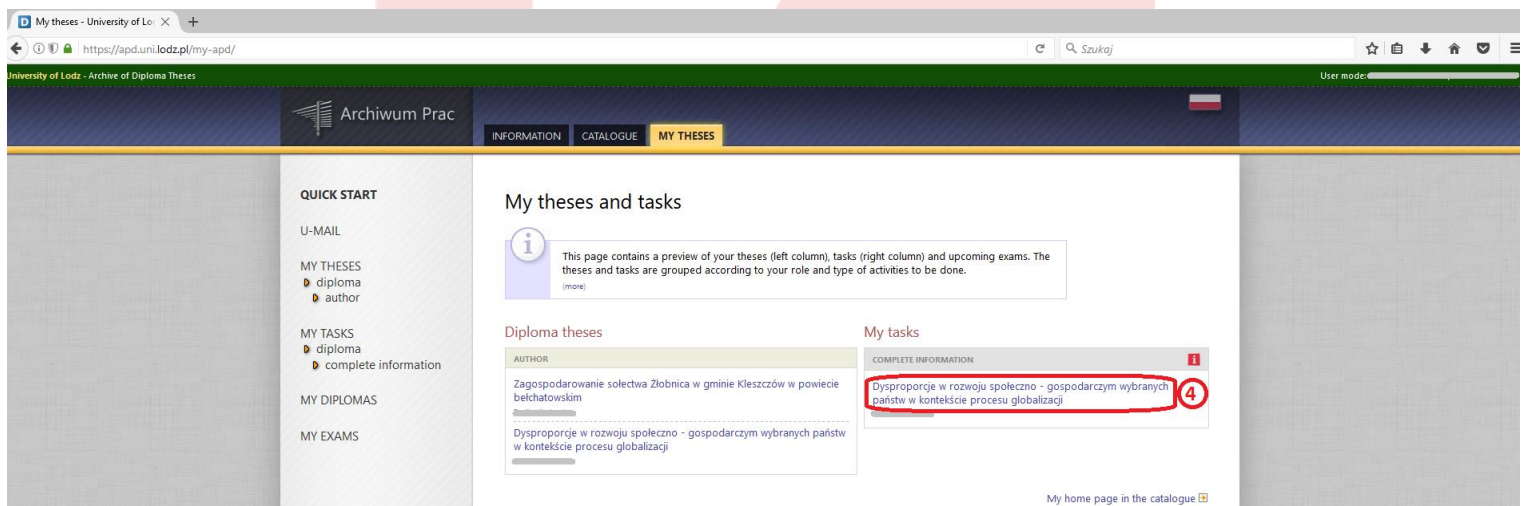
After logging in the APD system, the Student is immediately transferred to the tab called **MY THESES**.

This page contains the Student's theses:

- left table called **Diploma Theses** is the list of all the Student's theses,
- right table called **Tasks** is the list of theses for which the Student has tasks to complete.

The Student will be notified by an e-mail to his/her e-mail address (consistent with USOSweb) about a **Task** to complete for the thesis in the APD system.

To start the process of feeding in data for the thesis by the Student it is necessary to click on the title of the thesis in the right table of **Tasks** (4).



The screenshot shows the 'My theses and tasks' page in the APD system. The page has a navigation bar at the top with 'Archiwum Prac', 'INFORMATION', 'CATALOGUE', and 'MY THESES'. A left sidebar contains 'QUICK START', 'U-MAIL', 'MY THESES' (with sub-items 'diploma' and 'author'), 'MY TASKS' (with sub-items 'diploma' and 'complete information'), 'MY DIPLOMAS', and 'MY EXAMS'. The main content area is titled 'My theses and tasks' and contains an information box and two tables. The 'Diploma theses' table lists two entries: 'Zagospodarowanie sołectwa Ziobnica w gminie Kleszczów w powiecie bełchatowskim' and 'Dysproporcje w rozwoju społeczno - gospodarczym wybranych państw w kontekście procesu globalizacji'. The 'My tasks' table has one entry: 'Dysproporcje w rozwoju społeczno - gospodarczym wybranych państw w kontekście procesu globalizacji', which is circled in red with a red circle containing the number '4' next to it.

At this moment the proper process of the thesis circulation in the APD system will start: stage 1 - the **Author of the thesis; entering data of the thesis**.

The stage of the thesis is always presented in the **Thesis Status** in bold print (5).

The screenshot shows the 'Thesis Status' page for a master's thesis. The progress bar indicates the current stage is '1. Entering thesis data'. The 'Title' field is highlighted with a red box and a circled '6'. The 'GO TO FILE UPLOAD' button is highlighted with a red box and a circled '10'. The 'SAVE THIS INFORMATION' button is highlighted with a red box and a circled '9'. The 'Language of the thesis' is set to Polish [PL]. The title is 'Disparities in socio - economic development of particular countries in the context of globalization'. The author is 'Magisterium z ekonomii for study program DUE(06)\_N'. The dissertation advisor is blank. The seminar is 'Master's Seminar'. The organizational unit is 'Faculty of Economics and Sociology'.

Under Annex 1 to Regulation 68 of the Rector of the University of Łódź of 6 April 2016 the Student's tasks (the Author's of the thesis) at **stage 1** cover the completion of :

**1. Title** of the thesis (6):

- **in English** if the thesis is written in the language other than English,
- **in Polish** if the thesis is written in the language other than Polish.

**2. Abstract** (7) of the thesis in Polish and English, additionally in the original language if the thesis is written in the language other than Polish and English

**3. Keywords** (8) of the thesis in Polish and English, additionally in the original language if the thesis is written in the language other than Polish and English

The screenshot shows a web form for entering thesis information. It is divided into two main sections, each with a red circle annotation:

- Section 7 (Abstract):** Contains two text input fields. The first field is labeled "Abstract:" and has a character limit of 4000. The second field is also labeled "Abstract:" and has a character limit of 4000. Both fields show "entered 0 characters".
- Section 8 (Keywords):** Contains two text input fields. The first field is labeled "Keywords:" and has a character limit of 1000. The second field is also labeled "Keywords:" and has a character limit of 1000. Both fields show "entered 0 characters".

Below the input fields, there is a status section with two rows:

- Status:** Author of the thesis should type data
- Archiving status:** To be archived

In the bottom right corner, there is a green button labeled "SAVE THESIS INFORMATION" with a red circle annotation (9) next to it.

Below the form, there is a "Files" section with a message: "There is still no set of files".

After feeding in all the data you have to save it by clicking on the **SAVE THESIS INFORMATION** button. You will find this button in the right bottom and top corners. (9).

In order to move on to stage **2 : Author of the thesis: uploading files with the thesis** you should click on the **GO TO FILES UPLOAD** button (10).

After this operation the Student can still return to the data edition and correct the information entered.

#### 4. APD – Stage 2 of the thesis - the Author of the thesis: Uploading files with the thesis

After going through each stage of the Thesis , the APD system sends an e-mail notifying the user whom the thesis with the task reaches to work on it - the tab of **MY THESES**, the right table of **TASKS** (11).

The Student will be notified by an e-mail (consistent with USOSweb) about moving from stage 1 to stage 2.

To complete the task the Student should click on the thesis title in the right table called **Tasks** which will open the page with the thesis at stage 2 (11).

The screenshot shows the 'My theses and tasks' page. The left sidebar has a 'QUICK START' section with 'U-MAIL', 'MY THESES' (with sub-items 'diploma' and 'author'), 'MY TASKS' (with sub-items 'diploma' and 'send files'), 'MY DIPLOMAS', and 'MY EXAMS'. The main content area is titled 'My theses and tasks' and contains an information box stating: 'This page contains a preview of your theses (left column), tasks (right column) and upcoming exams. The theses and tasks are grouped according to your role and type of activities to be done. (more)'. Below this, there are two columns: 'Diploma theses' and 'My tasks'. The 'Diploma theses' column is headed 'AUTHOR' and lists two theses: 'Kreowanie wizerunku marek poprzez współpracę z blogerami kulinarnymi' and 'Wymiar teoretyczny i praktyczny marketingu - zastosowanie "prawa percepcji" A. Riesa i J. Trouta na polskim rynku'. The 'My tasks' column is headed 'SEND FILES' and lists one task: 'Kreowanie wizerunku marek poprzez współpracę z blogerami kulinarnymi'. A red box highlights the 'My tasks' section, and a red circle with the number '11' is placed next to the 'My tasks' header. At the bottom right, there is a link: 'My home page in the catalogue'.

At **stage 2 the Author of the thesis** (the Student) has to perform a task i.e. has to attach files to the thesis. To do this, the Student should click on the **Add files** button (12) placed in the right bottom corner.



University of Lodz - Archive of Diploma Theses

Archiwum Prac

INFORMATION CATALOGUE MY THESES

QUICK START

SEARCH  
 quick  
 advanced

THESES  
 theses catalogue  
 Kreowanie wizerunku marek poprzez współpracę z blogerami kulinarnymi

PEOPLE  
 search

### Kreowanie wizerunku marek poprzez współpracę z blogerami kulinarnymi

Master thesis

Status

1 Thesis author Entering thesis data → 2 Thesis author Adding files → 3 Thesis supervisors Data acceptance → 4 Thesis supervisor and reviewers Writing reviews → 5 Thesis is ready for defence

RETURN TO EDITING DATA FORWARD TO THE APPROVAL OF THE SUPERVISOR

#### Thesis information

Language of the thesis: Polish [PL]

Title: Kreowanie wizerunku marek poprzez współpracę z blogerami kulinarnymi  
 Creating the image of brands through the cooperation with culinary bloggers

Author: [redacted] Message to the authors  
 Magisterium z zarządzania for study program DUZ(08)\_N  
 Date of defence: May 30, 2016, midnight

Dissertation advisor: [redacted]

Seminar: Master Seminar

Organizational unit: Faculty of Management

Date of approval of the subject: May 9, 2016

Date of submission: May 24, 2016

Abstract: [redacted]

Keywords: [redacted]

Reviewers: [redacted] Message to reviewers

Status: Author of the thesis should upload files

Archiving status: To be archived

Files

No files have been added to this set

Version of the thesis: 1 (not approved)

12 Add files

Adding files to the thesis is proceeded through the tab of **Files attached to the thesis**.

University of Lodz - Archive of Diploma Theses

Archiwum Prac

INFORMATION CATALOGUE MY THESES

QUICK START

SEARCH  
 quick  
 advanced

THESES  
 theses catalogue  
 Kreowanie wizerunku marek poprzez współpracę z blogerami kulinarnymi  
 files

PEOPLE  
 search

### Files attached to the thesis

Kreowanie wizerunku marek poprzez współpracę z blogerami kulinarnymi

back to thesis 18

List of sets

Files are grouped into sets. Some types of theses permit to archive more than one set of files - consecutive sets correspond to consecutive versions of the thesis. (more)

The mechanism of checking the compatibility of a thesis uploaded to APD with a printed version is enabled! (more)

No	Set elements	Approved
1	no files in the set	NO

15 16

Add file 15 Add URL 16 Add a description of the physical location of the thesis 16

#### Add file

Kind: Thesis  
 Maximum amount in a set: 10  
 Maximum file sizes: 300.0 MB  
 Legal extensions: .zip, .pdf

File: Przeglądaj... Nie wybrano pliku.  
 Author's personal numbers (PSSSL) in the file name will be automatically replaced with their USOS identifiers.

Language: Polish [PL]

Description: [text area]  
 Limit 300, entered 0 characters

13 14

ADD TO THE SET 14

To add files with the thesis, it is necessary in the tab **Add a file** (13) to :

**1.** Choose the **Type** of the attached file of the **Thesis** (for the file containing the diploma thesis) or **Others** (for other files for the thesis).

**2.** Attach the **File** by clicking on **Choose a File**:

- The Student adds the diploma thesis as the file called **Thesis** in a form of one file as PDF. If the file is in another format it is necessary to change its extension to PDF by means of 'save as'.

- possible attachments to the thesis are added as files called **Others** in a form of the one file of the archives as RAR, ZIP, 7Z.

**3.** Choose **Language of the contents** in which the thesis is written.

**4.** Add **Description** for the attached file e.g. master's thesis, questionnaire etc.

**5.** At the end it is necessary to click on the **ADD TO THE SET** button(14).

Files being attached to the thesis are each time grouped into **one Set**.

**The correct Set should contain only one file**, whose **Type** is indicated as **Thesis** (it is the file with the diploma thesis) and it may contain additional files but their Type should be **Others**. One Set may contain max. 10 files (1 file of Thesis plus max. 9 files of Others).

Apart from files a link can also be attached to each Set through the tab of **Add URL address** (15) and **Add a description of physical location of the thesis** (16).

At this stage every attached file can be replaced through **Edit data**, **Delete** or **Printable Version** can be downloaded.

The APD system enables the upload of max. 10 Sets.

At the top of the page below : **List of sets**, there are two notices explaining what **Set** is and what **Mechanism of checking the compatibility of the thesis** uploaded to the APD with the paper version submitted to the dean's office is. (17):

### ***Files are grouped into sets.***

*Some types of theses permit archiving more than one set of files - consecutive sets correspond to consecutive versions of the thesis.*

*A new set is created when the supervisor sends the thesis for correction. Then the authors modify the new set, and previous sets are retained as historical.*

*A set can include uploaded files, URL addresses of thesis locations and text descriptions of such locations.*

*When you are done with editing the files list, click on the 'back to thesis' link to return to the previous page.*

***The mechanism of checking the compatibility of the thesis uploaded to APD with a printed version is enabled!***

*The mechanism works as follows:*

- *After the supervisor's approval, the author downloads a modified version of the previously uploaded PDF file that was marked as 'Thesis'.*
- *Such a version contains control numbers added to every page of the document (except for a few initial pages). Just before the download starts, some of these numbers are randomly picked and stored in the database.*
- *The author prints the downloaded version and submits it to the dean's office.*
- *The office employee verifies compatibility of control numbers from the database with the printed copy.*

*The version with control numbers can be downloaded only for PDF files that are marked as 'Thesis' and are in the last file set.*

*Random control numbers are stored in the database every time the file is being downloaded. Only the numbers from the most recently downloaded file are stored. If there is more than one file that can have its modified version downloaded, then the file-, whose printed copy is to be submitted should be downloaded last.*

*The version with control numbers can be downloaded using the "**Printable version**" link button ? placed next to the original file name.*

At the end, after attaching all the files to the Set it is necessary to return to the thesis page of Stage 2 by clicking on the **return to the thesis** button(18).

If the Author of the thesis would like to correct data of the Thesis entered by him/her at Stage 1, they can back the thesis from Stage 2 by means of the **RETURN TO EDITING DATA** button (19). The return to the edition of data will not cause loss of changes made at the present stage e.g. when the Student has already attached the file with the Thesis.

The screenshot displays the 'Archiwum Prac' (Thesis Archive) interface. The main content area shows the details for a Master thesis titled 'Kreowanie wizerunku marek poprzez współpracę z blogerami kulinarnymi'. A progress bar at the top indicates five stages: 1. Thesis author (Entering thesis data), 2. Thesis author (Adding files), 3. Thesis supervisors (Data acceptance), 4. Thesis supervisor and reviewers (Writing reviews), and 5. Thesis is ready for defence. Two buttons are highlighted with red boxes: 'RETURN TO EDITING DATA' (19) and 'FORWARD TO THE APPROVAL OF THE SUPERVISOR' (20). Below the progress bar, the 'Thesis information' section provides details such as Language of the thesis (Polish [PL]), Title, Author, Dissertation advisor, Seminar, Organizational unit, Date of approval of the subject, Date of submission, Abstract, Keywords, Reviewers, Status, and Archiving status. The 'Files' section at the bottom shows a PDF file 'D20110067.pdf' with a size of 5.9 MB, submitted on 2017-05-09 14:37.

If the thesis data and the attached files are correct and the Student wants to send the thesis for verification to the Supervisor of the thesis it is necessary to click on the **FORWARD FOR THE APPROVAL OF THE SUPERVISOR** button (20). By doing this, the thesis is being sent for approval by the Supervisor – **Stage 3: the Supervisor of the thesis**.

The Supervisor will automatically be notified by e-mail (the address consistent with USOSweb) about receipt of the thesis from the Student.

The Supervisor may transfer the thesis to the Student for correction to:

- Stage 1** to complete/correct information about the thesis
- Stage 2** to correct attached files.

**Note:** The Supervisor may send the thesis for correction to the Author in two variants:

- **FORWARD FOR CORRECTION**, then the Student will be able to re-open the last attached Set with files to edit and delete an earlier wrong file and replace it with a new one. In such a case, earlier files with the thesis will not be stored in the APD and it will not be possible to compare them with the new ones. If the anti-plagiarism report was attached to the old file with the thesis it will be also deleted.

- **CREATE A NEW SET AND FORWARD FOR CORRECTION** – in case of this form of sending for correction the Student will receive the thesis at Stage 1, where s/he will be able to correct data, then after transferring it to Stage 2 s/he will be able to add a new file with the thesis but to a new Set marked 2. Set 1 will be archived and it will not be possible to delete files included in it. In such a situation the Student will have to create another Set 2 to upload new files. The maximum number of Sets that can be created is 10.

**Forwarding for correction from the Supervisor to the Author of the thesis may be repeated many times till the thesis is finally approved by the Supervisor.**

If at **Stage 3** the Supervisor expresses a positive opinion about the diploma thesis, verifies it through the anti-plagiarism system and finally approves it, the Thesis will be sent to Reviewers at **Stage 4**.

The Author of the thesis will automatically be notified about a change to the thesis status ( the stage shift) by e-mail from the APD system.

The Student may also follow the further stages at which his/her diploma thesis is in the APD system by clicking in the tab of **MY THESES** in the left table of **Diploma theses** on the thesis title. Then the preview of the thesis page will open and the number in bold of the stage will be displayed to show at which stage the thesis is. However, the Student will not be able to introduce any modifications.

The Author of the thesis will be notified by e-mail from the system that the thesis is ready for defence after the final approval of it by the Supervisor.

**Under annex 1 to Regulation 68 of the Rector of the University of Łódź of 6 April 2016 the Student is obliged to print the final version of the diploma thesis from the APD system.**

In order to do that, the Student should log in the APD account in the tab **MY THESES** in the left table of **Diploma Theses** and then click on the thesis title and the thesis page at **Stage 5: Work ready for defence** will open. It is the final status of the thesis from which it is not possible to return to the previous stages.

At stage 5, on the thesis page all data introduced, the uploaded thesis files (grouped into Sets) and the received reviews are displayed but none of these elements can be edited.

The Student prints the final version of the diploma thesis from the APD system marked as **Thesis** from the last attached Set of files by clicking on **Printable Version** button (21) and later the Student submits it to the Dean's Office.

To provide compatibility of the electronic version with the paper one, the thesis contains **control numbers i.e** the so called mechanism of checking the compatibility of the thesis uploaded to the APD system with the paper version submitted to the dean's office.

**Note:** If the Student downloads the diploma thesis by clicking on **Printable Version** button, then prints it to submit it to the dean's office and then, before filing the printed version with the dean's office s/he modifies the file with the thesis again (even to the smallest extent as inserting a full stop, deleting the space etc.) , then s/he uploads the file with the thesis into the APD system again and then downloads the thesis by clicking on **Printable Version** button, the system will set for this thesis new control numbers which will be sent to the USOS system.

However, if the Student does not modify the file with the thesis but s/he would like to download again the same file by clicking on **Printable version** button, a notice will appear warning about the switched on mechanism checking compatibility but the control numbers in the thesis will not be changed.

The mechanism of checking the compatibility of the thesis operates in such a way that each time the **Printable Version** button is clicked on, the process of counting pages and characters in the thesis is initiated. So if nothing has been changed in the thesis, the control numbers will remain the same.

It is necessary to remember that the final version of the diploma thesis (with control numbers) should be not only printed from the APD system but should also be saved on another computer storage medium (CD disc). Both the types of the thesis (paper and electronic) must be submitted to the Dean's Office in accordance with the regulations binding at the university attaching to them additional documents required by these regulations.

In case of any problems during the process of introducing the thesis into the APD system , please visit the website: <https://apdhelp.uni.lodz.pl/> and contact us by e-mail: [apdhelp@uni.lodz.pl](mailto:apdhelp@uni.lodz.pl) .