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The dissertation procedure in the Archive of Diploma Theses (APD):



Step	Who	Task to be performed
0	Administration	 A member of the administrative support staff for doctoral proceedings in the unit, is required to enter into the USOS system: 1. name(s), surname, PESEL number or, failing that, identity document number, doctoral student's album number (if applicable); 2. the date on which proceedings for the award of the doctoral degree were initiated; 3. the name of the language in which the doctoral thesis was written; 4. title of the doctoral thesis in the original language; 5. information on supervisors and reviewers, in particular: name(s) and surname, title or degree of supervisor(s), assistant supervisor(if appointed), name(s) and surname, title or degree of the reviewers; 6. in the field: "Status of thesis in the Thesis Archive" ("Status pracy w Archiwum Prac Dyplomowych") values: "To be modified (Doctoral student to enter abstract in APD) ("Do modyfikacji (doktorant ma wpisać streszczenie w APD)") instead of the value: "Not for modification" ("Nie do modyfikacji"); in the field: "Whether to archive in the APD" ("Czy archiwizować w APD") values: "Archive" ("Archiwizować") instead of value: "Do not archive." ("Nie archiwizować")
1	Doctoral student	 An applicant for a doctoral degree (hereafter referred to as a doctoral student) is required to be entered into the APD system: 1. the title of the doctoral thesis in Polish, if the original language of the diploma thesis is a foreign language – maximum character limit of 1000;

		 a concise abstract of the doctoral thesis in Polish, English and the original language, if the doctoral thesis is prepared in a language other than Polish or English - maximum character limit 4,000; key words in Polish, if the original language is Polish, and key words in Polish and in the original language, if the language of the thesis is a foreign language - maximum character limit 1000; a translation into English of the elements referred to in points 1 and 3, if required by the board of the scientific discipline.
2	Doctoral student	An applicant for a doctoral degree enters an electronic version of the doctoral thesis prepared as a single PDF file into the APD system. In doctoral theses, attachments, in particular those resulting from the resolution of the Senate of the University of Wrocław on the mode of doctoral proceedings, should be entered into the APD system as an additional zipped attachment (ZIP, RAR, 7Z, GZIP).
3	Supervisor	Uploading the doctoral thesis file for checking in the anti-plagiarism system. Downloading reports with the result of checking the doctoral thesis in the anti- plagiarism system. Referral of the docotral thesis for improvement if the outcome of the study is not accepted. Acceptance of the examination result (anti-plagiarism examination report).
3a	Supervisor/ Assistant supervisor	Submission of an electronic statement that the doctoral thesis has been accepted for defence, together with a favourable opinion on the doctoral thesis.
3b	Supervisor	Acceptance of the doctoral thesis by submitting the doctoral thesis for the entry of a review.
Ą	Doctoral student	Once the doctoral thesis has been submitted by the supervisor(s) to the step enabling the review (step 4.), all pages of the doctoral thesis (except the first page). (with the exception of the first page) control numbers are applied. The applicant for the doctoral degree prints out the version of the dissertation downloaded from the APD system (double-sided, in Times New Roman 12 font, with line spacing no greater than 1.5) in 4 copies with automatically applied control numbers and submits them (bound in thin cardboard applicable to the unit).
4	Reviewer	Attachment and approval in the APD system of the file constituting the doctoral thesis review.

1. Login to the Archive of Diploma Theses (APD):

To log in to the Archive of Diploma Theses, please visit the website:

https://apd.uni.wroc.pl

When the page opens, click in the top right corner: log in (Figure 1):





After clicking **log in**, the Central Authentication System page will appear. Enter your log in the login field and your password in the password field. Login and password are the same as for USOSweb login (Figure 2):

Uniwersytet Wrocławski	
Only students and staff members are allowed to access on-line services. Enter your Username and Password Username: 123456	Enter your USOSweb login.
Password: ••••••••••••••••••••••••••••••••••••	Enter your USOSweb password.



2. List of theses and tasks

In the left column of the page, you will find a list of theses, whose author is a logged-in doctoral applicant. Diploma theses can therefore be in the group "Supervisor", "Reviewer" or "Committee member". Doctoral theses can therefore be found in the group "Supervisor" or "Reviewer".

Diploma theses and doctoral theses will display in the aforementioned place when they are registered by the administration in the USOS system.

In the right column are the tasks to be performed:

- In the case of diploma theses supervisor, these may be the tasks "Accept thesis data" or "Write thesis review". In the case of doctoral theses supervisor, these will be "Accept thesis data" tasks.
 The theses that the student (the author of the thesis) has submitted for approval appear on the list of theses for approval.
- For the thesis and diploma theses reviewer, these can be "Write thesis review" tasks.
 Theses that have been accepted by the supervisor and submitted for review entry appear on the list of theses for review entry. The thesis appears on this list until the review is entered.

If the user does not currently have any tasks to perform then the right column is empty (Figure 3).

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My theses and tasks	
This page contains an overview of the tasks wait and proposed topics of theses. Tasks and these type of activity to be performed.	ting for you, your theses, upcoming exams s are grouped according to your role and the
	More 🗸
A My home page in the catalogue	
Diploma theses	My tasks
😩 Advisor	Accept thesis data
	Przykładowa rozprawa doktorska
	Show all
	Write thesis review
	Fateme Abbasi
Show all	Show all
(I) Reviewer	
Show all	
: Board member	
Show all	
Destaval theorem	
Advisor	
Przykładowa rozprawa doktorska	
Show all	
⊉) Reviewer	
Show all	
📇 Board member	
Show all	

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Each group displays the 3 most recent theses. To see more thesis, click on the name of the role (e.g. "Supervisor") or task (e.g. "Write thesis review") or select <u>Show all</u> (Figure 4).



Figure 4

A page will then appear with a detailed list of all theses associated with the role or task (Figure 5):

My theses - Advisor Thesis types: doctoral, Thesis deliver	y year: <mark>all</mark> , Exam yea	r: all, Your role: advisor.	
\Xi Filter theses list	6		
by the date of exam by calendar years			
 by the date of submission by academic y 	ears		
Elements 12 of 2			
all without a date			
Thesis title 🔺 🔻	Authors	Supervisors	 G) Date of defence ▲▼ Date of submission ▲▼
Przykładowa rozprawa doktorska			
Tu wpisz tytuł rozprawy doktorskiej w języku angielskim [63] Doctoral School of the University of Wrocław	1.		
for postal a constraint of the similarity of the state	1		
Elements 12 of 2	1		



To get to the page with information about the selected thesis (in particular, the page where you have to complete a task - accept the thesis or enter a review), click on the title of the thesis (Figure 6):

My theses - Advisor			
Thesis types: doctoral, Thesis deli	very year: <mark>all</mark> , Exam yea	r: all, Your role: advisor.	
\Xi Filter theses list	0		
 by the date of exam by calendar years by the date of submission by academi 	c years		
Elements 12 of 2			
all without a date	_ /		
Thesis title 🔺 🗸	Cuthors	Supervisors	 i) Date of defence ▲▼ Date of submission ▲▼
Przykładowa rozprawa doktorska Tu wpisz tytuł rozprawy doktorskiej w języku angiels [63] Doctoral School of the University of Wrocław	im.		
Elements 12 of 2	X		



Alternatively, you can return to the previous page (by clicking **MY APD** in the left side menu) (Figure 7):

INFORMATION CATALOGUE	YAPD
MY APD → quick start	My theses - Advisor
MY THESES → diploma • advisor • reviewer	Thesis types: doctoral, Thesis delivery year: all, Exam year: all, Your role: advisor.
 board member doctoral advisor reviewer board member 	 Filter theses list by the date of exam by calendar years by the date of submission by academic years
MY TASKS → doctoral • accept thesis data • write thesis review	$[] \langle] Elements 12 \text{ of } 2 \rangle []$
	all without a date
MY DIPLOMAS → list	Thesis title Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Thesis title Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Thesis title Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Thesis title Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Thesis title Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system
	Figure 7

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Then click directly on the thesis title located in the Tasks category, in the table entitled Accept Data (Figure 8):

My theses and tasks	
This page contains an overview of the tasks waiting for and proposed topics of theses. Tasks and theses are g type of activity to be performed.	you, your theses, upcoming exams rouped according to your role and the More ∽
And the state of t	
Diploma theses	My tasks
2 Advisor	Recept thesis data Przykładowa rozprawa doktorska
	Show all
	Write thesis review
	Fateme Abbasi
Show all	Show all
2) Reviewer	
Snow all	
Show all	
Doctoral theses	
Przykładowa rozprawa doktorska	
Show all	
(a) Reviewer	
Show all	
2. Board member	
Show all	
Figu	ire 8

We then proceed to the thesis data acceptance page.

3. Supervisor - acceptance of thesis

To verify the doctoral thesis information entered by the doctoral applicant and the appendixes added, click on the title of the thesis listed next to the "Accept thesis data" task (to see the full list of dissertations for acceptance, click on the name of the "Accept thesis data" task beforehand) (See previous figure - Figure 8). A page containing the details of the thesis entered by the doctoral applicant will be displayed (Figures 9 and 10):

- title of the thesis in Polish if the doctoral thesis is written in a foreign language,
- an abstract in Polish, English and an abstract in the original language if the doctoral thesis is written in a language other than Polish and English; an abstract in Polish and English if the doctoral thesis is written in Polish or English;
- keywords of the thesis in Polish if the doctoral thesis is written in a foreign language,
- attachment(s) containing the thesis in electronic form.

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rzykładowa rozpraw octoral thesis	a doktorska	
← back to previous page	7	
atus		
	Supervisor	
F2F3	Data acceptance	4
Forward to data correction	() F	orward to writing review ()
Create new set of files and forv	vard to correction	
Thesis information File	s Anti-plagiarism Reviews Changes history	
Lawrence of the theories	la-li fret	
Language of the thesis:	Ranan [11]	
Title:	Tu wpisz tytuł rozprawy doktorskiej w języku polskim.	
	Tu wpisz tytuł rozprawy doktorskiej w języku angielskim.	
Author	[26-DR] Doktorat na WNS	
Autor.	Date of defence: not given	
Dissertation advisors:		
	(assistant advisor)	
Organizational unit:	Tu wniaz atraczazania rozprawy dektarakiaj w jazyku właskim	
Abstract:	Tu wpisz streszczenie rozprawy doktorskiej w języku wioskim	
	Tu wpisz streszczenie rozprawy doktorskiej w języku angielskim.	
	Tu wpisz słowa kluczowe rozprawy doktorskiej w języku włoskim.	
Keywords:	Tu wpisz słowa kluczowe rozprawy doktorskiej w języku polskim.	
	🔀 Tu wpisz słowa kluczowe rozprawy doktorskiej w języku angielskin	n.
Reviewers:		
Status: (i)	Supervisor should approve changes made by the author	

Figure 9

🖨 Printable	version (no de	escription given)				
original file: UWr	-63-DR-68687-218	642.pdf kind: Thesis si	ize: 4.1 MB langı	age: Italian (IT) submi	tted on 2023-03-08 1	12:26 by
kind: Other Lsize	DR-68687-218	642.zip (no descriptio	on given) on 2023-03-08 12	-28 by	1	
Version of the	e thesis: 1 (not	approved)	0112020-00-00 12	.20 by	1	View files →

Figure 10

The council of an academic discipline may require the applicant for a doctoral degree to include in the APD an English translation of the title and key words (if the language of the dissertation is other than Polish and English).

The **English translation** entered by the doctoral applicant will then be displayed in the APD system:

- title of the thesis,
- keywords.

To open the doctoral thesis attachment or attachments to the doctoral thesis, click on the names of the attachments in the **Files** tab (Figure 11):

Thesis information	Files	Anti-plagiarism	Reviews	hanges history		
🖨 Printable versi	ion (no de	scription (given)				
original file UWr-63-DR	-68687-2186	642.pdf kind: Thesis	size: 4.1 MB la	nguage: Italian (IT) subn	itted on 2023-03-0	08 12:26 by
⊎ UWr-63-DR-68	3687-218	642.zip	ion given)			
UWr-63-DR-68 kind: Other size: 2.4 M	3687-218 1B language	642.zip e: Italian [IT] submitted	ion given) 1 on 2023-03-08	12:28 by]	
kind: Other size: 2.4 M Version of the these	3 687-218 18 language sis: 1 (not	642.zip e: Italian [IT] submitted approved)	ion given) I on 2023-03-08	12:28 by	1	View files →



1406.2023 USOS 6.8.1

We can also download files by selecting the View files button (Figure 12):

Г

Printable vers	ion (no de 8-68687-2186	scription given) 542 pdf kind: Thesis si	ze: 4.1 MB Lland	ware: Italian (IT) I submitte	d on 2023-03-08 12:26 by	
ı↓ı UWr-63-DR-6	8687-218	642.zip (no descriptio	on aiven)	auge. Runan [11] Sub-uri	a on 2020 00 00 12.20 by	
kind: Other size: 2.4 M	/IB language	e: Italian [IT] submitted	on 2023-03-08 1	2:28 by		
	eie [,] 1 (not	approved)				iourfiles >

Figure 12

To open the doctoral thesis attachment or attachments to the doctoral thesis, click on the names of the attachments in the Files tab (Figure 13):

← back to thesis	
 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!	
No Set elements	Approve
Printable version (no description given) original file: UWr-63-DR-68687-218642.pdf] tind: Thesis size: 4.1 MB unguage: Italian [IT] submitted on 2023-03-08 12:26 by	NO
. UWr-63-DR-68687-218642 zin (no description given)	



Selecting <- back to thesis returns you to the previous screen (Figure 14):

Files a Przykła ← b	ack to thesis		
0	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 🗸	
0	The mechanism of checking the compatibility of a thesis uploaded to APD with a priversion is enabled!	inted More ∽	

Figure 14

After verifying the data entered and the attached files containing the thesis, the supervisor may allow the doctoral applicant to modify the doctoral thesis data, delete and upload a new doctoral thesis file (again, the doctoral applicant performs step 1 and step 2) (Figure 15):

To do so, click on the red button **Forward to data correction.** Access to editing is again granted to the doctoral applicant, of which he/she will be informed by email through the system.



Anti-plagiarism check

NOTE! Until the doctoral thesis file has been checked in the anti-plagiarism system, the doctoral thesis cannot be forwarded for review entry. To check the doctoral thesis file in the Uniform Anti-Plagiarism System (JSA), use the Examination management option located on the Anti-Plagiarism tab (Figure 16):

Przykładowa rozprawa doktorska Doctoral thesis	
← back to previous page	
Status	
1-2-3 Supervisor Data acceptance	45
Forward to data correction Create new set of files and forward to correction	Forward to writing review 🛈
Thesis information Files Anti-plagiarism Reviews Changes history	
UWr-63-DR-68687-218642.pdf No examinations have been requested yet Version of the thesis: 1 (not approved)	Examination management
Jako promotor rozprawy doktorskiej, po zapoznaniu się z wynikiem szczegółowy badania antyplagiatowego stwierdzam, że praca nie wskazuje istotnych podobier przez Jednolity System Antyplagiatowy i wnioskuję o dopuszczenie pracy do obre	ch porównań wykazanych w raporcie z ístw wykrytych w ramach weryfikacji ony.
Oświadczam, że przedstawiona rozprawa doktorska spełnia wymogi określone w – Prawo o szkolnictwie wyższym i nauce (tekst jedn. Dz. U. z 2022 r. poz. 574 z p dalszego postępowania w sprawie nadania stopnia doktora. Przedłożoną rozpraw	v art. 187 ustawy z dnia 20 lipca 2018 r. óźn. zm.) i może być przedmiotem wę doktorską opiniuję pozytywnie.
	Approve
Supervisor statement:	NOT APPROVED
Supervisor statement: (assistant advisor)	NOT APPROVED

Figure 16

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If you want to change the language of the report from Polish to English, you select the English language of the report (Polish is the default setting) (Figure 17).

Unif Przyl	ied Anti-plagiarism System examinatior kładowa rozprawa doktorska - back to thesis	1
	L	ast set
1	し UWr-63-DR-68687-218642.pdf No examinations have been requested yet	Language of the report: Polish Polish English

Figure 17

In our example, we will leave the Polish language.

Then select the Request an examination option (Figure 18):

÷	- back to thesis	
		Lost ost
		Last set
1	UWr-63-DR-68687-218642.pdf No examinations have been requested yet	
		Language of the report: ① Polish 🗸 Request an examination

Figure 18

The above operation must be confirmed (Figure 19):



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The message highlighted in Figure 20 will be displayed when the submission for the anti-plagiarism check is successful:

Unifi Przyk	ed Anti-plagiarism System examination ładowa rozprawa doktorska
(back to thesis
	Anti-plagiarism request sent
	Last set
1	UWr-63-DR-68687-218642.pdf Pending Examination can take from a few minutes up to even a few hours. Thesis supervisors will be notified via e-mail once the report is ready. submitted on 2023-03-08 by Check examination status



Please note that the report is not immediately available. Most often, it is not available until some time after the submission of the check request (the average time to check a doctoral thesis in the anti-plagiarism system is no more than seven days, and the maximum time is fourteen days). In the meantime, a message is displayed **Pending...** (Figure 21)

← back	to thesis
V .	
Ar	nt-plagiarism request sent
Ar	nt-plagiarism request sent
Ar	ttr-plagiarism request sent
Ar ب U	Last set



1406.2023 USOS 6.8.1

While waiting for the report, you can use the **Check examination status** button (Figure 22). However, this is not necessary. The report should be available without any additional user intervention. However, if the report is not available after a few hours, you can use the **Check examination status** button.

~	back to thesis
0	
	Anti-plagiarism request sent
	Last set
	Last set

Figure 22

Status Examination in progress ... indicates that the doctoral thesis is under investigation in the anti-plagiarism

system (Figure 23):

Przyk	ładowa rozprawa doktorska
+	back to thesis
\odot	Examination status updated
	Last set

Figure 23

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The status **Examination completed** means that the overall report from the JSA is ready for download. The supervisor must also generate a detailed report (Figure 24):



Figure 24

The operation to generate a detailed report should be confirmed (Figure 25):



Figure 25

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Once the detailed report has been generated, it needs to be downloaded. It will also be available to the doctoral applicant (already at step 3) and the reviewer (at step 4). The generation of a detailed report is mandatory. The button **Update thesis data in reports** updates the data in the reports, i.e. first name, author's/supervisor's/reviewer's name, title of the dissertation, titles before the name (if these data have been changed in the USOS system). The button will no longer be available once the result of the survey has been accepted.

To accept the result of the study (general report), use the Accept examination result button (Figure 26):



Figure 26

The above operation must be confirmed (Figure 27):





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Status **Result accepted** means acceptance of both the general report and the detailed report. To save the reports as PDF files, use the **[download]** (Figure 28):

÷	- back to thesis	
\checkmark	Examination result accepted General report updated Detailed report updated	
		Last set
1	UWr-63-DR-68687-218642.pdf Result accepted submitted on 2023-03-08 by U Updated on 2023-03 General report [download] size: 211.1 KB [received on 2023-03-08 Detailed report [download]	

Figure 28

When the **Update examination status and reports** button is selected, the Uniform Antiplagiarism System is asked for the current status of the survey and the status and general report file (and detailed report if generated) is saved. (Figure 29).

÷	← back to thesis	
\oslash	Examination result accepted General report updated Detailed report updated	
	Last set	
1	Result accepted submitted on 2023-03-08 by Jupdated on 2023-03-08 General report [download] size: 211.1 KB [received on 2023-03-08 Detailed report [download] size: 834.9 KB [received on 2023-03-08	reporte

Figure 29

1406.2023 USOS 6.8.1

The data has been updated (Figure 30):

rzyk ←	ed Anti-plagiarism System examination dadowa rozprawa doktorska - back to thesis	
Ø	Examination status updated General report updated Detailed report updated	
	Last set	
1	UWr-63-DR-68687-218642.pdf Result accepted submitted on 2023-03-08 by updated on 2023-03-08 General report [download] size: 211.1 KB received on 2023-03-08 Detailed report [download] size: 234.8 KB received on 2023-03-08	

Figure 30

Selecting <- back to thesis returns you to the data on (Figure 31):





The supervisor at this stage may also allow the doctoral applicant to modify the doctoral thesis data, delete and upload a new doctoral thesis file (the doctoral applicant completes step 1 and step 2 again).

To do this, use the button Create new set of files and forward to correction (Figure 32).

Once a new set has been created and the thesis has been re-checked in the anti-plagiarism system it will no longer be possible to **Creating a new set and submitting it for correction**, a **in particular another check of the thesis in the anti-plagiarism system**.

The doctoral thesis can be checked in the anti-plagiarism system at most twice!

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Figure 32

If the Supervisor, after reviewing the result of the detailed comparisons shown in the report of the anti-plagiarism examination, concludes that the doctoral thesis does not show any significant similarities detected by the verification by the Single Anti-Plagiarism System and requests that the doctoral thesis be admitted to the defence, should approve the **Supervisors statement**. To do this, he or she selects the **Approve** option in the Anti-plagiarism tab (Figure 33):

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itus	
2-3-	Supervisor 4) Data acceptance 4)
Forward to data correction ()	Forward to writing review
Create new set of files and forward to cor	rection ①
Thesis information Files Ant	i-plagiarism Reviews Changes history
Unified Anti-plagiarism System	
General report [download] size: 211.1 KB received on 2023-03- Detailed report [download] size: 834.8 KB received on 2023-03- Version of the thesis: 1 (not approved)	1 upuated on 2023-03-08 08 08 Examination management
	defense along with a positive assessment of the dissertation
Declaration on the admission for o	
Declaration on the admission for a As the supervisor of the doctoral a plagiarism report I conclude that t verification by the Uniform Anti-PI I declare that the submitted docto 2018 - Law on Higher Education a can be the subject of further proce doctoral dissertation is positive.	dissertation, having read the results of detailed comparisons provided in the anti- the dissertation does not show significant similarities detected in the process of agiarism System, and I request for the dissertation to be admitted for the defense. ral dissertation fulfills the requirements set out in Article 187 of the act of 20 July nd Science (consolidated text: Journal of Laws of 2022, item 574, as amended) and seedings on the award of the degree of doctor. We assessment of the submitted
Declaration on the admission for d As the supervisor of the doctoral d plagiarism report I conclude that t verification by the Uniform Anti-PI I declare that the submitted docto 2018 - Law on Higher Education a can be the subject of further proce doctoral dissertation is positive.	dissertation, having read the results of detailed comparisons provided in the anti- the dissertation does not show significant similarities detected in the process of agiarism System, and I request for the dissertation to be admitted for the defense. ral dissertation fulfills the requirements set out in Article 187 of the act of 20 July nd Science (consolidated text: Journel of Laws of 2022, item 574, as amended) and eedings on the award of the degree of doctor. We assessment of the submitted Approve
Declaration on the admission for of As the supervisor of the doctoral of plagiarism report I conclude that it verification by the Uniform Anti-PI I declare that the submitted docto 2018 - Law on Higher Education a can be the subject of further proor doctoral dissertation is positive.	dissertation, having read the results of detailed comparisons provided in the anti- the dissertation does not show significant similarities detected in the process of agiarism System, and I request for the dissertation to be admitted for the defense. ral dissertation fulfills the requirements set out in Article 187 of the act of 20 July nd Science (consolidated text: Journal of Laws of 2022, item 574, as amended) and seedings on the award of the degree of doctor. We assessment of the submitted Approve

Figure 33

The operation of validating the statement should be confirmed (Figure 34):



By selecting **show**, you can see the content of the approved statement (Figures 35 and 36):

Unified Anti-plagiarism System	
ط UWr-63-DR-68687-218642.pdf	
submitted on 2023-03-08 by Jupdated on 2023-03-08 General report [download] size: 211.1 KB received on 2023-03-08	1
Detailed report [download] size: 834.8 KB received on 2023-03-08 Version of the thesis: 1 (not approved)	Examination management
Detailed report [download] size: 834.8 KB received on 2023-03-08 Version of the thesis: 1 (not approved) Supervisor statement:	Examination management







NOTE! The statement **must** also **be approved by assistant supervisor**, so that the "main" supervisor can forward the doctoral thesis for the entry of the review. The order in which statements are approved is not relevant. The assistant supervisor has the opportunity to approve the statement before the "main" supervisor approves his or her statement.

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← back to previous	page
Status	
1-2-3-	Supervisor 4 Data acceptance 4
Forward to data correc	G Forward to writing review
Create new set of files	a and forward to correction
Thesis information	Files Anti-plagiarism Reviews Changes history
Thesis information Unified Anti-play	Files Anti-plagiarism Reviews Changes history giarism System
Thesis information Unified Anti-play 난 UWr-63-DR-6 Result accepte	Files Anti-plagiarism Reviews Changes history giarism System 58687-218642.pdf
Thesis information Unified Anti-play UWr-63-DR-6 Result accepte submitted on 2023 General repo size 211.1 KB	Files Anti-plagiarism Reviews Changes history giarism System 58687-218642.pdf ad 9:03:08 [] updated on 2023-03-08 rt [download] received on 2023-03-08
Thesis information Unified Anti-play UWr-63-DR-6 Result accepte submitted on 2023 General repo size: 211.1 KB Detailed repo size: 834.8 KB Version of the thesis:	Files Anti-plagiarism Reviews Changes history giarism System 58687-218642.pdf 58687-218642.pdf ed 9030.08 by
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Approved all necessary statements are presented in Figure 37:

Figure 37

To submit the dissertation for review entry, the Promoter selects the **Forward to writing review** button (Figure

38):



The operation of submitting the doctoral thesis for review entry should be confirmed (Figure 39):



Figure 39

The doctoral thesis is ready to attach the review (Figure 40):

1 2 3 4 Supervisor and reviewers Writing reviews Writing reviews Create new set of files and forward to correction (a) Thesis is ready for defence - end thesis service pro Image: Create new set of files and forward to correction (a) Thesis is ready for defence - end thesis service pro Image: Create new set of files and forward to correction (b) Thesis is ready for defence - end thesis service pro Image: Create new set of files and forward to correction (b) Thesis is ready for defence - end thesis service pro Image: Create new set of files and forward to correction (b) Thesis is ready for defence - end thesis service pro Image: Create new set of files and forward to correction (b) Thesis is ready for defence - end thesis service pro Image: Create new set of files and forward to correction (c) Thesis is formation Image: Create new set of files and forward to correction (c) Thesis is formation Image: Create new set of files and forward to correction (c) (c) Image: Create new set of files and forward to correction (c) (c) Image: Create new set of files and forward to correction (c) (c) Image: Create new set of files and forward to correction <	(5
Create new set of files and forward to correction Thesis is ready for defence - end thesis service pro Thesis status has changed Thesis information Files Anti-plagiarism Reviews Changes history	
Thesis status has changed Thesis information Files Anti-plagiarism Reviews Changes history	
Thesis information Files Anti-plagiarism Reviews Changes history	
Thesis information Files Anti-plagiarism Reviews Changes history	
() author	
reviewer E	
reviewer E	

Figure 40

The system informs reviewers by email when the review can be completed.

4. Reviewer - attachment and approval of the review

Attaching a review is possible when the dissertation is at step 4 - Issue a review (Figure 41):

Przykładowa rozprawa doktorska Doctoral thesis Status	
1-2-3 4 Supervisor and re Writing reviews	viewers 5
Create new set of files and forward to correction Thesis is Thesis status has changed	ready for defence - end thesis service process
Thesis information Files Anti-plagiarism Reviews Changes histor	у
G author	
reviewer	
reviewer	

Figure 41

After logging into the APD system, reviewers are tasked with completing a review (Figure 42).

NOTE! External reviewers do not need to log in to the APD. The administrative support officer for doctoral proceedings in the unit will send them a link to attach and approve the review in the APD system. The link will redirect the reviewer immediately to the screen with the doctoral thesis in question (Figure 44).

1406.2023 USOS 6.8.1

My theses and tasks	
This page contains an overview of the tasks waiting for and proposed topics of theses. Tasks and theses are type of activity to be performed.	or you, your theses, upcoming exams grouped according to your role and the More 🗸
A My home page in the catalogue	
Diploma theses	My tasks
Advisor	Write thesis review
	Show all
	₩rite thesis review
Show all	Przykładowa rozprawa doktorska
_ !) Reviewer	<u>Show all</u>
Show all	
SILVIT BIL	
22. Board member	
Show all	
Doctoral theses	
<u>ع</u>) Reviewer	
Przykładowa rozprawa doktorska	
Show all	

Figure 42

1406.2023 USOS 6.8.1

To proceed to the task of entering a review, click on the title of the thesis listed next to the "Write thesis review" task (to see the full list of theses to enter a review, click on the name of the "Write thesis review" task beforehand) (Figure 43):

My theses and tasks	
This page contains an overview of the tasks wa and proposed topics of theses. Tasks and these type of activity to be performed.	iting for you, your theses, upcoming exams es are grouped according to your role and the More ❤
My home page in the catalogue	
Diploma theses	My tasks
💒 Advisor	Write thesis review
	Show all
	■ Write thesis review
Show all	Przykładowa rozprawa doktorska
ی) Reviewer	Show all
Show all	
2월, Board member	
Show all	
Doctoral theses	
_ [•]) Reviewer	
Przykładowa rozprawa doktorska	
Show all	

1406.2023 USOS 6.8.1

The doctoral thesis details page will be displayed (Figure 44):

Przykładowa rozp Doctoral thesis	orawa	doktorska			
← back to previous p	age				
Status					
1-2-3-4-				Supervisor and reviewers Writing reviews	
Thesis information	Files	Anti-plagiarism	Reviews		
Language of the th	esis: I	Italian [IT]			
Title:		Przykładowa rozp Tu wpisz tytuł roz Tu wpisz tytuł roz Tu wpisz tytuł roz	prawa dokto prawy dokt prawy dokt	orska orskiej w języku polskim. orskiej w języku angielskim.	

Figure 44

To open the doctoral thesis attachment or attachments to the doctoral thesis, click on the names of the attachments in the **Files** tab (Figure 45):

← back to previous page		
Status		
1-2-3-4	Supervisor and reviewers Writing reviews	
Thesis information Files	nti-plagiarism Reviews	
J↓, UWr-63-DR-68687-218642	pdf (no description given)	
kind: Thesis size: 4.1 MB language: Ita	lian [IT] submitted on 2023-03-08 12:26 by	
kind: Other size: 2.4 MB language: Ital Version of the thesis: 1	ian [IT] submitted on 2023-03-08 12:28 by	View files →

Figure 45

In order to view the anti-plagiarism examination reports in the **Anti-plagiarism** tab, the **download** option is selected (Figure 46):

Przykładowa rozprawa doktorska Doctoral thesis				
← back to previous page				
Status				
1234	Supervisor and rev Writing reviews	viewers		(5
Thesis information Files Anti-plagiarism Revie	WS			
Unified Anti-plagiarism System UNIFied Anti-plagiarism System UNIFied Anti-plagiarism System UNIFied State S	8		Examination histor	у
Supervisor statement:	AF 2023-	PROVED 03-08 14:50	show	
Supervisor statement: (assis	stant advisor) AF 2023-	PROVED 03-08 14:57	show	

Figure 46

To attach a review, click on the red icon next to the reviewer's name in the **Reviews** tab (Figure 47):

← back to previous	s page		
Status			
1-2-3-4)	Supervisor and reviewers Writing reviews	5
Thesis information	Files Anti-plagiar	Reviews	
	Ū	author	
reviewer		6	

Figure 47

1406.2023 USOS 6.8.1

The Upload file button is selected (Figure 48):

Draft of the review				
Przykładowa rozp	rawa doktorska			
← back to thesis	s			
Review data				
Thesis title:	Przykładowa rozprawa doktorska			
Thesis author:				
Keywords:	Tu wpisz słowa kluczowe rozprawy doktorskiej w języku włoskim.			
Reviewer:				
Version of the thesis:	1			
kind: Other size: 2.4 ME Version of the thesis: 1	687-218642.zip (no description given) 3 language: Italian [IT] submitted on 2023-03-08 12:28 by			
Review file				
() Review is t File not up	not yet ready for approval: loaded			
Copy The file for this	Upload file Approve review Clear s review has not been uploaded yet.			

Figure 48

1406.2023 USOS 6.8.1

We click on the **Browse** option (Figure 49):

Files attached to the reviewed thesis version	
UWr-63-DR-68687-218642.pdf (no description given) kind: Thesis size: 4.1 MB language: Italian [IT] submitted on 2023-03-08 12:26 by	
UWr-63-DR-68687-218642.zip (no description given) kind: Other size: 2.4 MB language: Italian [IT] submitted on 2023-03-08 12:28 by Version of the thesis: 1	
Review file	
File: Przeglądaj Nikowybrano pliku. Maximum file size: 5.0 MB Legal extensions: .pdf	
Cancel	

Figure 49

🍅 Wysyłanie pliku			×
\leftarrow \rightarrow \checkmark \bigstar Komputer \Rightarrow Pulpit \Rightarrow \checkmark \circlearrowright	Przeszuka	j: Pulpit	
Organizuj 👻 Nowy folder	_	••• •	3
Komputer		•	^
🖆 Dokumenty			
👌 Muzyka			
🧊 Obiekty 3D			4
C Obrazy			
🖶 Pobrane			
E Pulpit			
📲 Wideo			
🛣 OS (C:)			
🔊 Nowy (D:)			
🛖 UWr (W:)			
🗙 2015 (\\192.168.1 🗸		J	~
Nazwa pliku: Recenzja.pdf 🗸 🗸	Wszystkie pliki	(*.*) ~	
	Otwórz	Anuluj]

We select the review file from the computer drive (Figure 50):

Figure 50

1406.2023 USOS 6.8.1

Select the **Save** option (Figure 51):

Files	s attached to the reviewed thesis version
ل یکی لا	JWr-63-DR-68687-218642.pdf (no description given) Thesis size: 4.1 MB language: Italian [IT] submitted on 2023-03-08 12:26 by
kind: C Versio	JWr-63-DR-68687-218642.zip (no description given) Dther size: 2.4 MB language: Italian [IT] submitted on 2023-03-08 12:28 by on of the thesis: 1
Revie	ew file
File:	Przeglądaj Recenzja.pdf Maximum file size: 5.0 MB Legal extensions: .pdf
C	ancel Save

Figure 51

The **Change file** option allows you to change an already attached file. The **Clear** option deletes the attached file (Figure 52):



Figure 52

To approve the attached file, select **Approve review** (Figure 53):



Figure 53

An approved review file will not be able to be edited again, so the review approval operation must be confirmed (Figure 54):





The review has been approved (Figure 55):

Review	w has been appro	oved
Review file		
Let Let Let Let Let Let Let Let Let	zja.pdf	

Figure 55

1406.2023 USOS 6.8.1

Once the review has been approved, the review icon changes from red to green (Figure 56):

Przykładowa rozpraw ← back to thesis	a doktorska		
Przykładowa roz Doctoral thesis	prawa doktorska		
← back to previous	page		
Status			
1-2-3-4		Supervisor and reviewers Writing reviews	5
Thesis information	Files Anti-plagiarism	n Reviews	
	٥	author	
reviewer			
reviewer			

Figure 56

Once the reviews have been approved by all reviewers, the status of the doctoral thesis automatically changes

to: "Thesis ready for defence" (Figure 57):

← back to previou	us page				
atus	\frown				
)-(2)-(3)-(4)	(5)		Thesis is ready fo	r defence	
			Thesis is ready to	i defence	
Thesis informatio	n Files Anti-plag	iarism Reviews	Changes history		
	Ū	author			
reviewer		e			
reulewer		⊐ (8			

