Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

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;

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

		2. 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; 3. 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; 4. a translation into English of the elements referred to in points 1 and 3, if required by the board of the scientific discipline. Copyright statement approval.
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.
4	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.

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

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

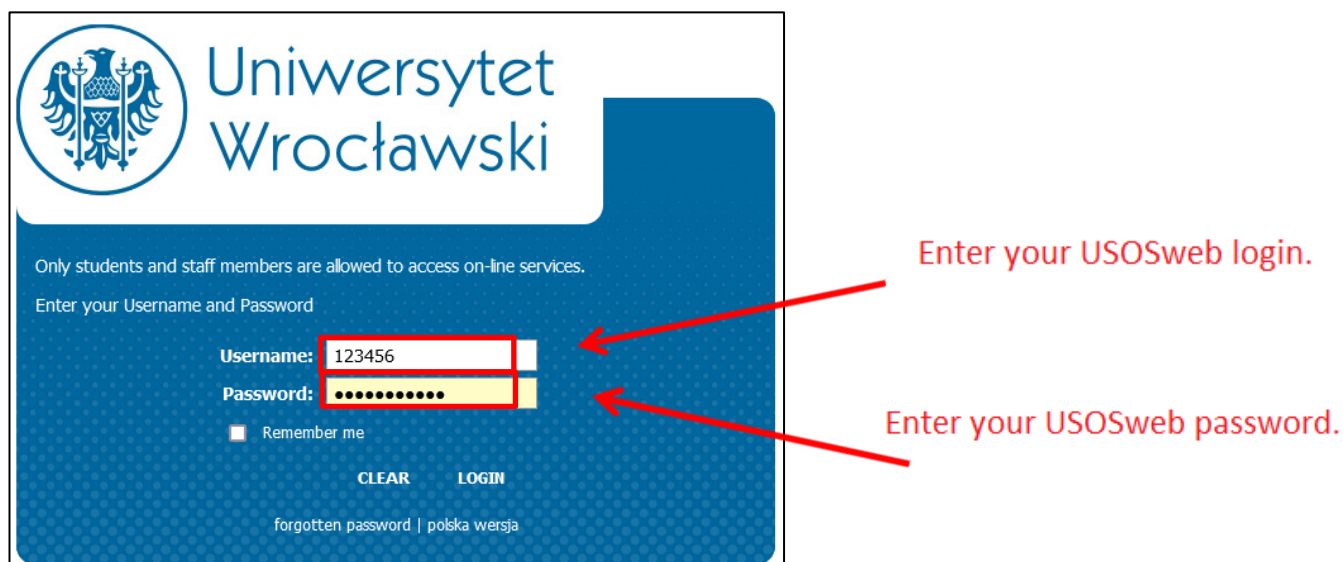When the page opens, click in the top right corner: **log in** (Figure 1):
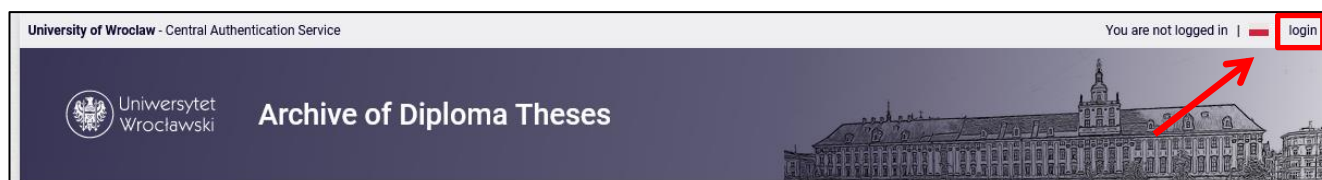
Figure 1

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):

Figure 2

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023 USOS 6.8.1

## 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).

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

Figure 3

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

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).
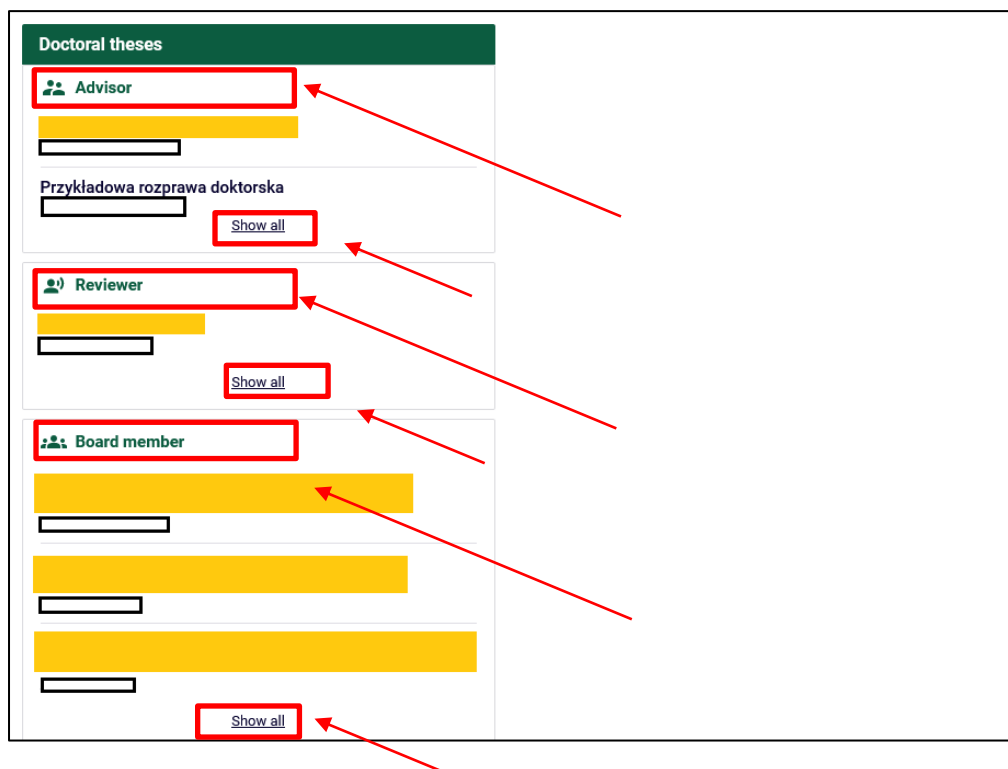
Figure 4

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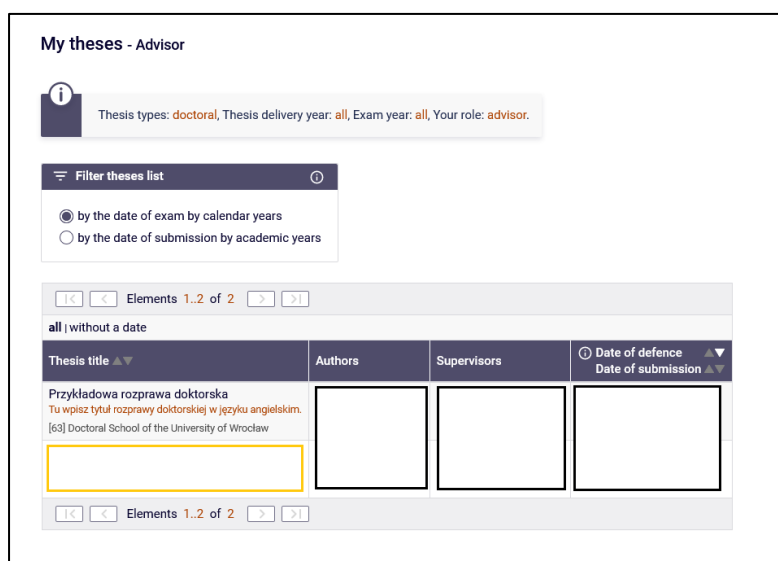
Figure 5

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

**1406.2023
USOS 6.8.1**

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):
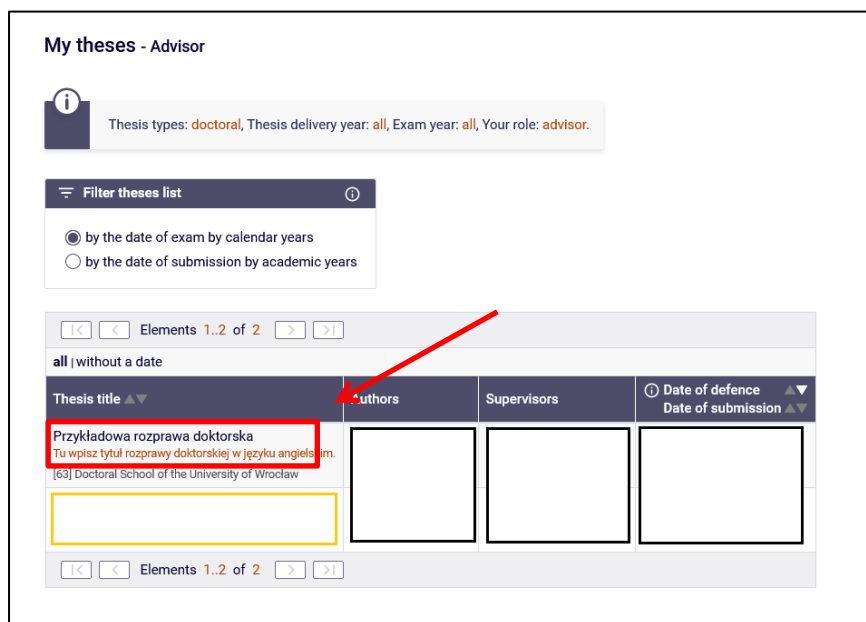
Figure 6

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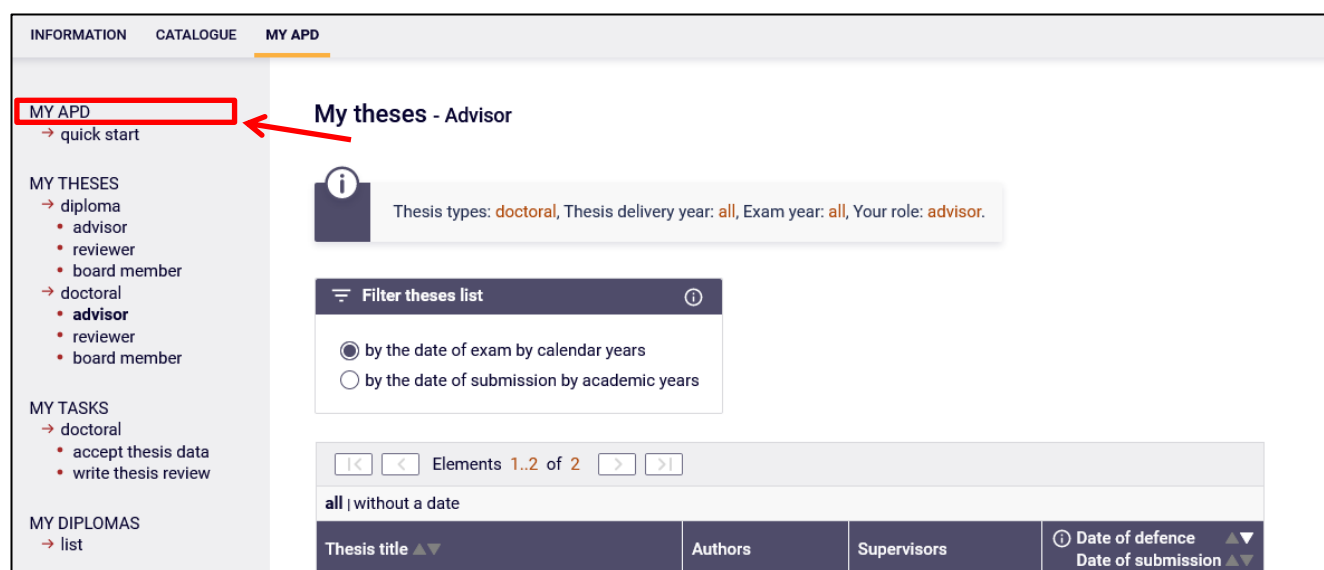
Figure 7

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023 USOS 6.8.1

8

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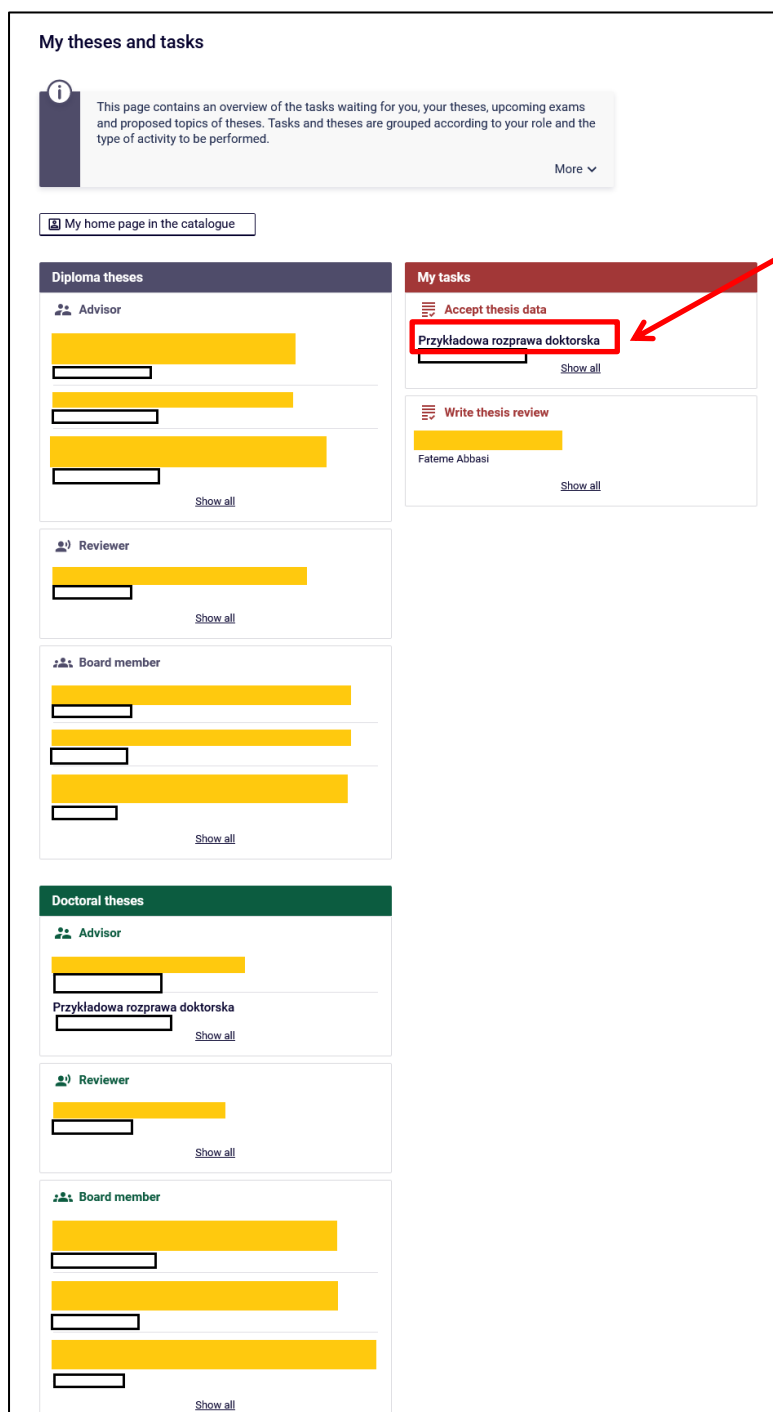
Figure 8

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree
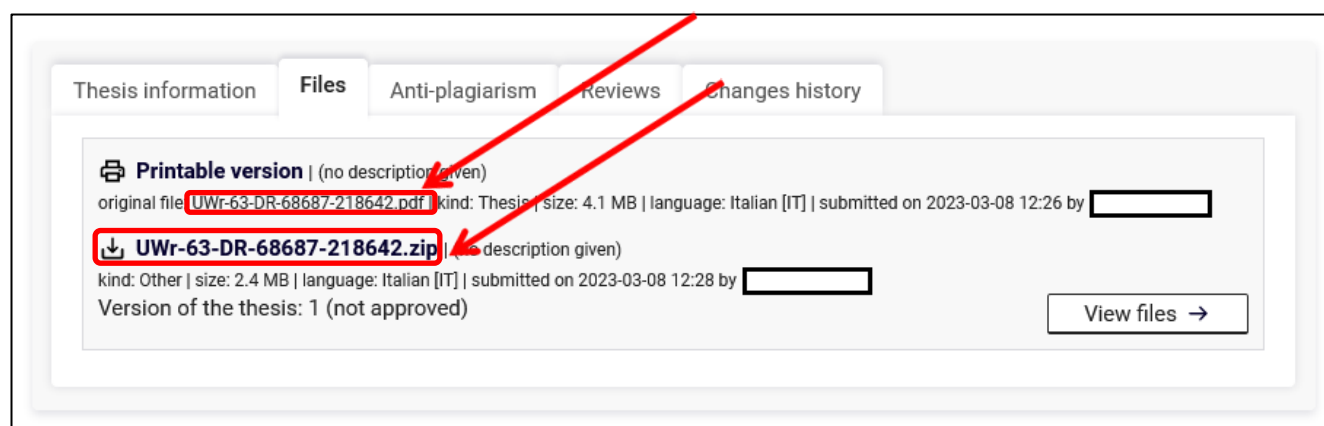
1406.2023
USOS 6.8.1

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.

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

Figure 9

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1
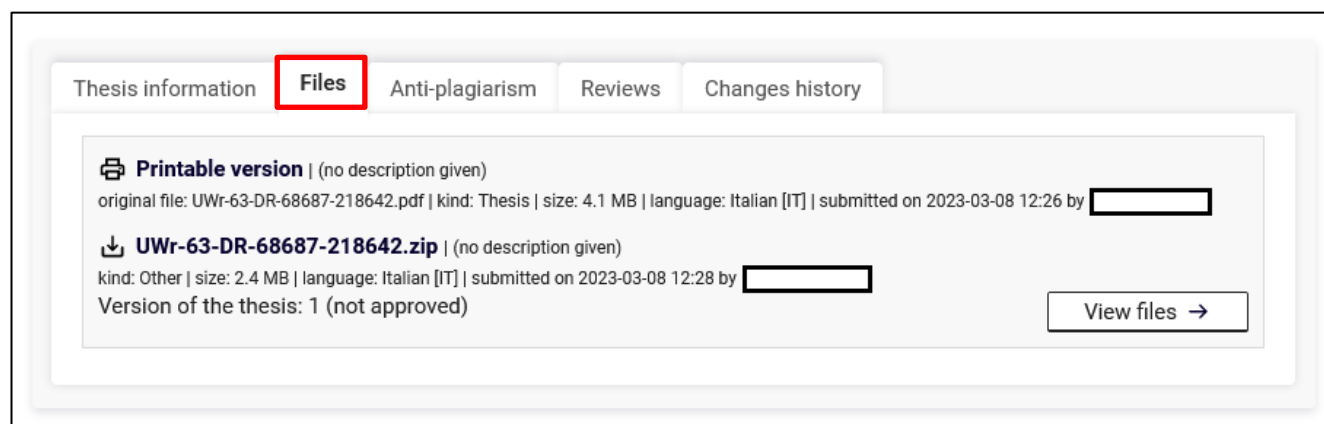
Figure 10

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):

Figure 11

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

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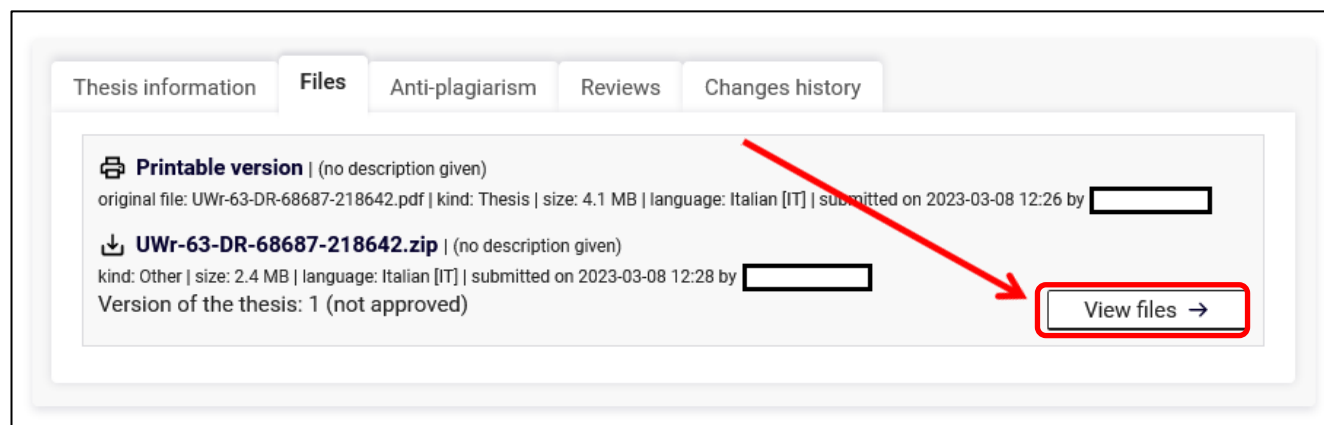
Figure 12

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):

Figure 13

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

**1406.2023
USOS 6.8.1**

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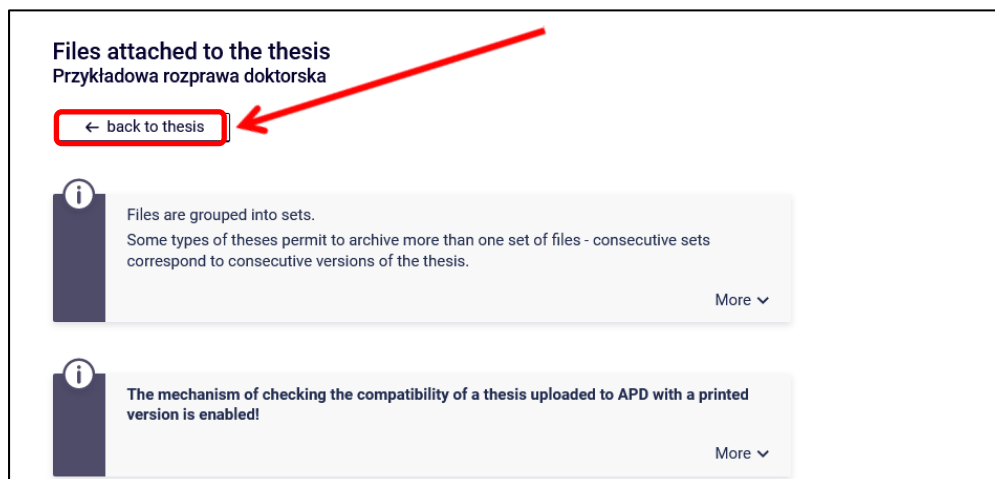
Figure 14

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.
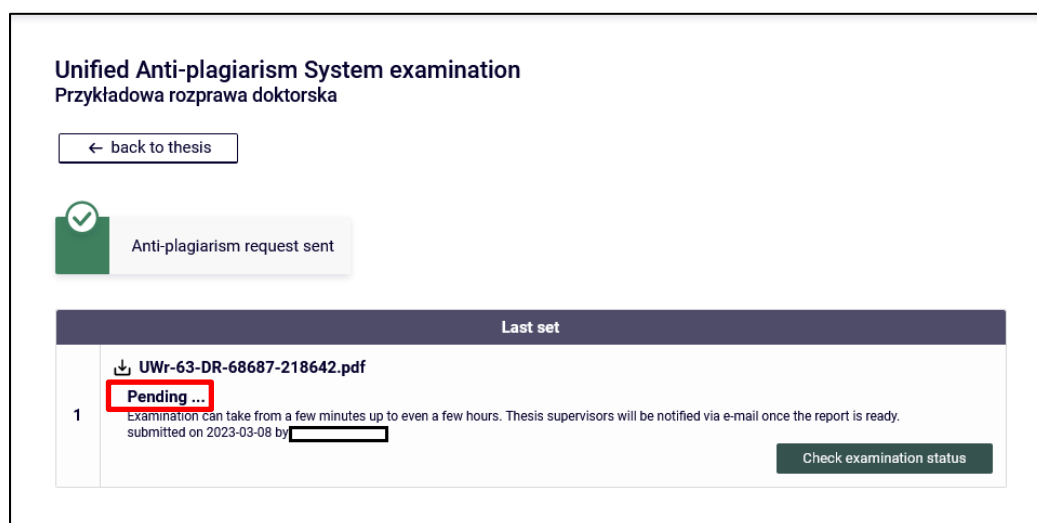

Figure 15

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

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):
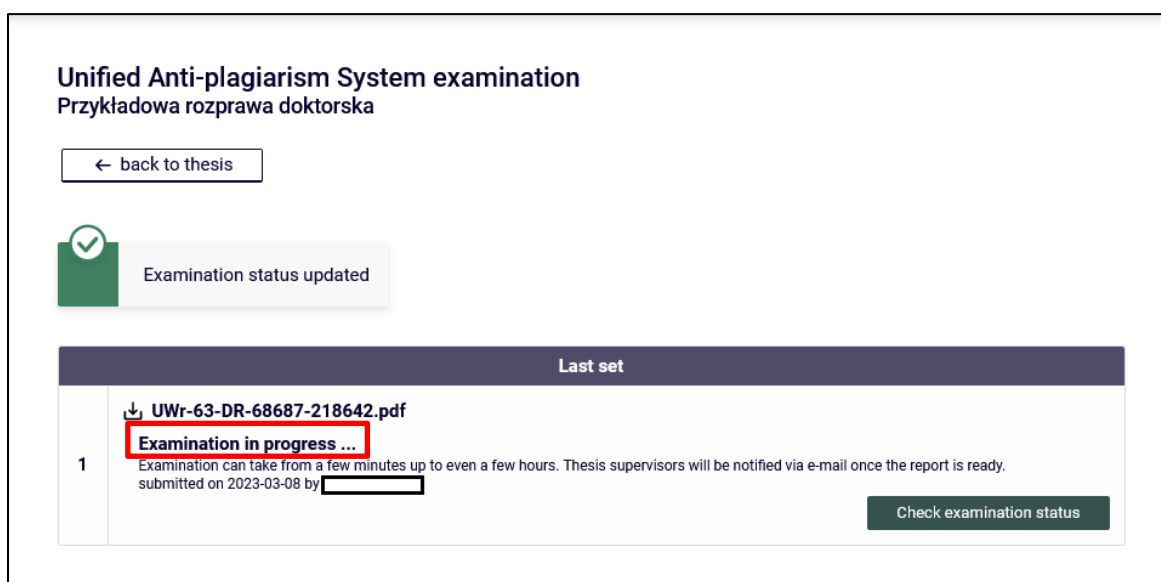
Figure 16

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

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).

Figure 17

In our example, we will leave the Polish language.

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

Figure 18
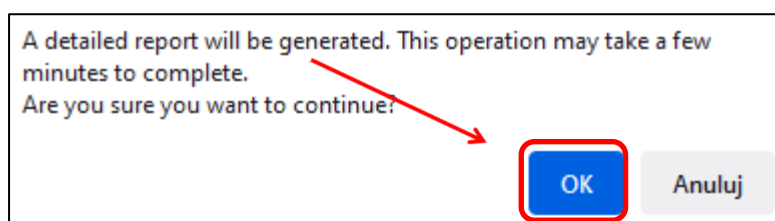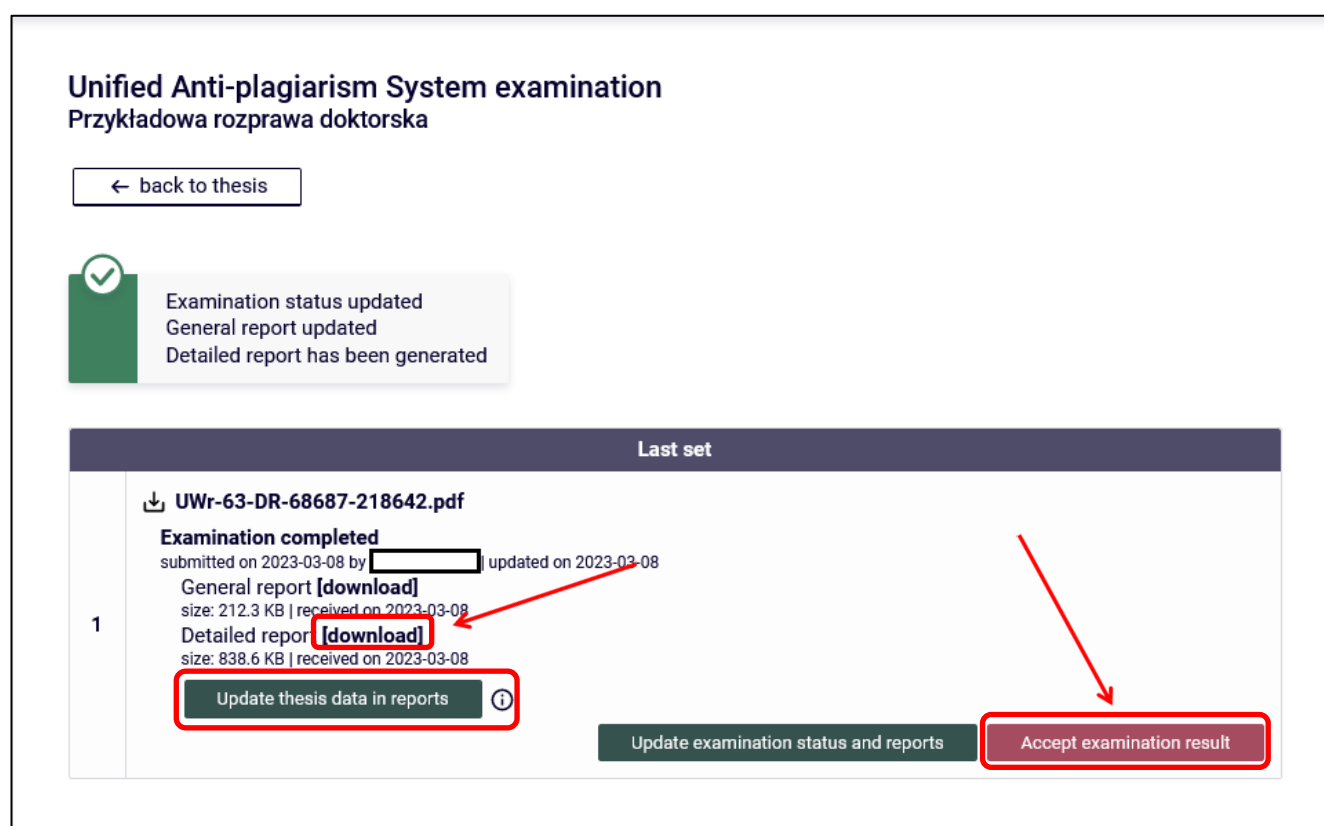
The above operation must be confirmed (Figure 19):

Figure 19

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

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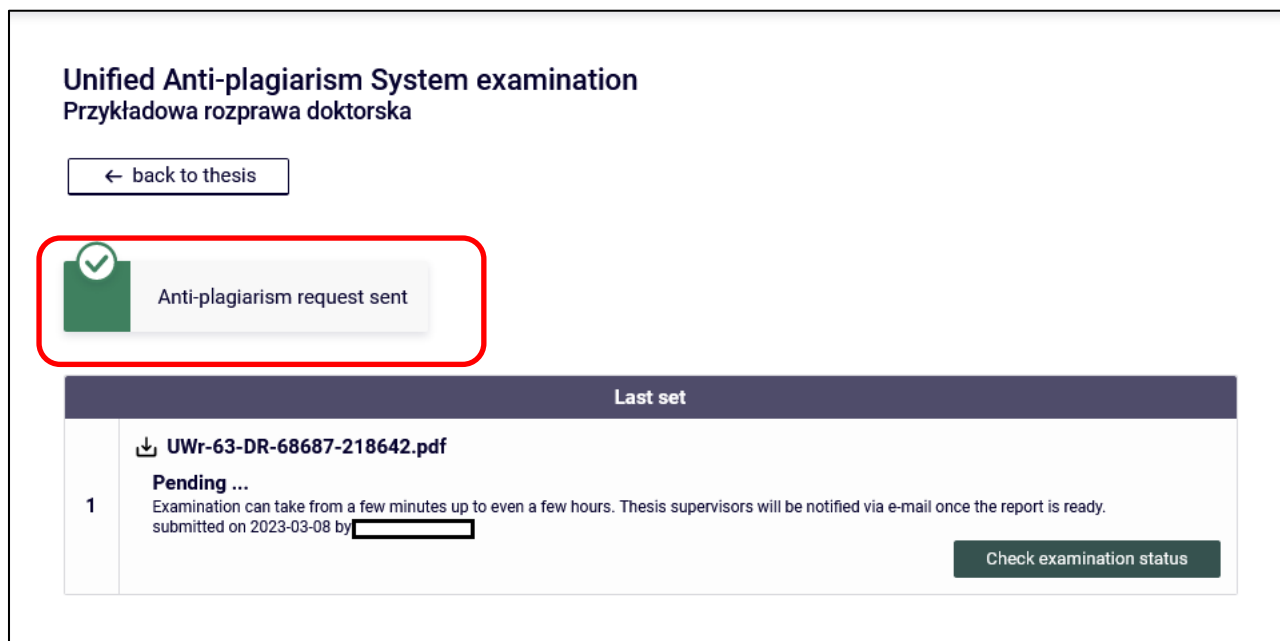
Figure 20

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)
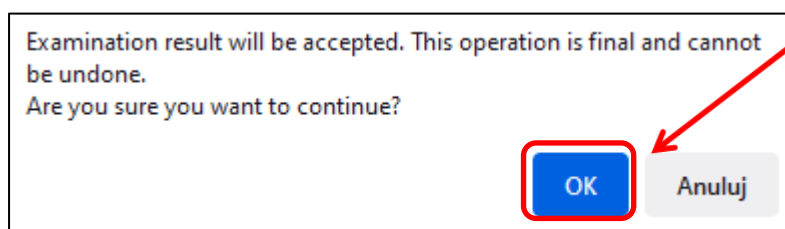

Figure 21

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

**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.
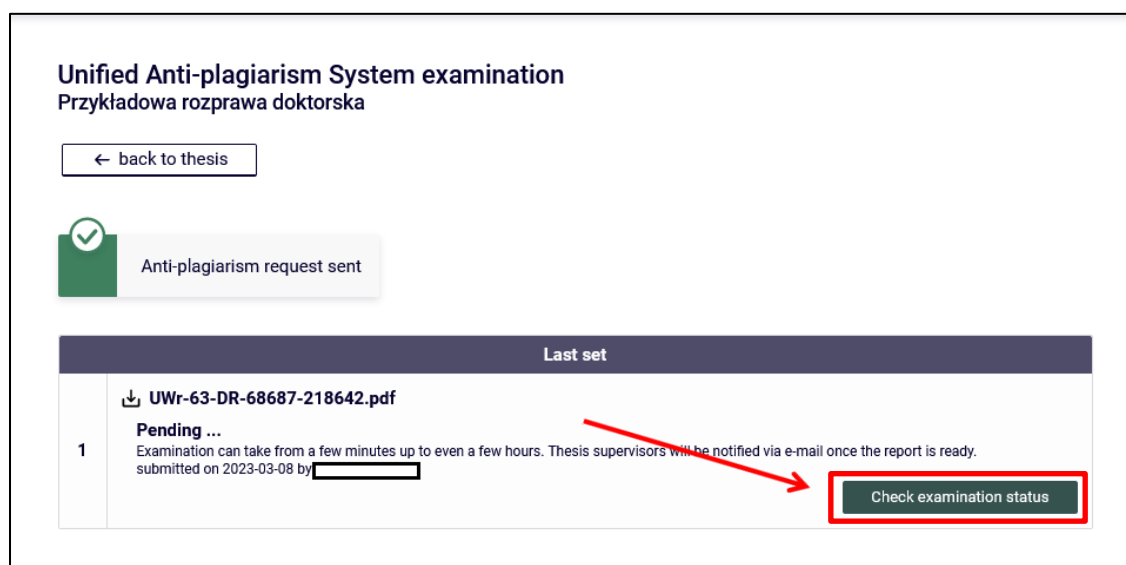
Figure 22

Status **Examination in progress ...** indicates that the doctoral thesis is under investigation in the anti-plagiarism system (Figure 23):
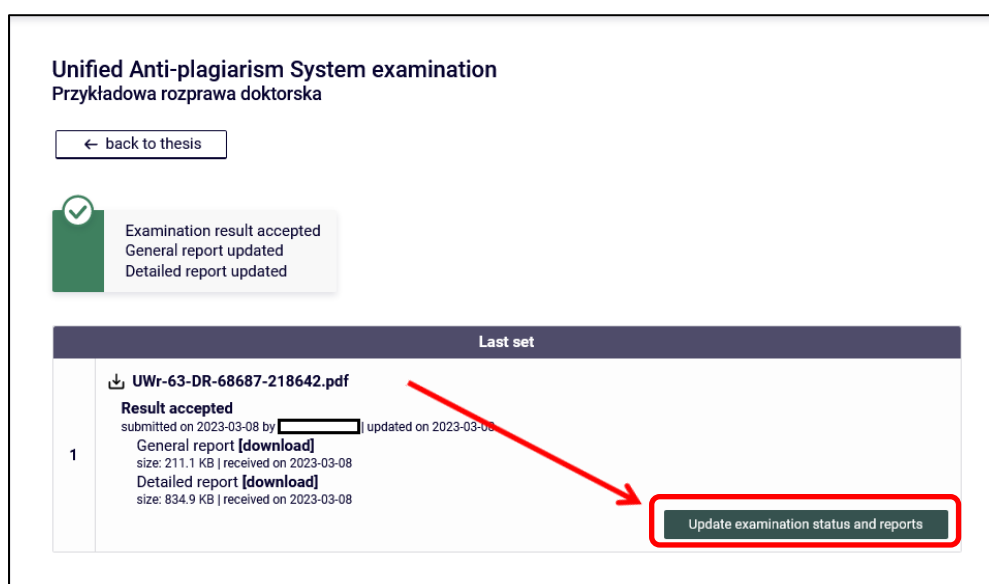

Figure 23

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

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):
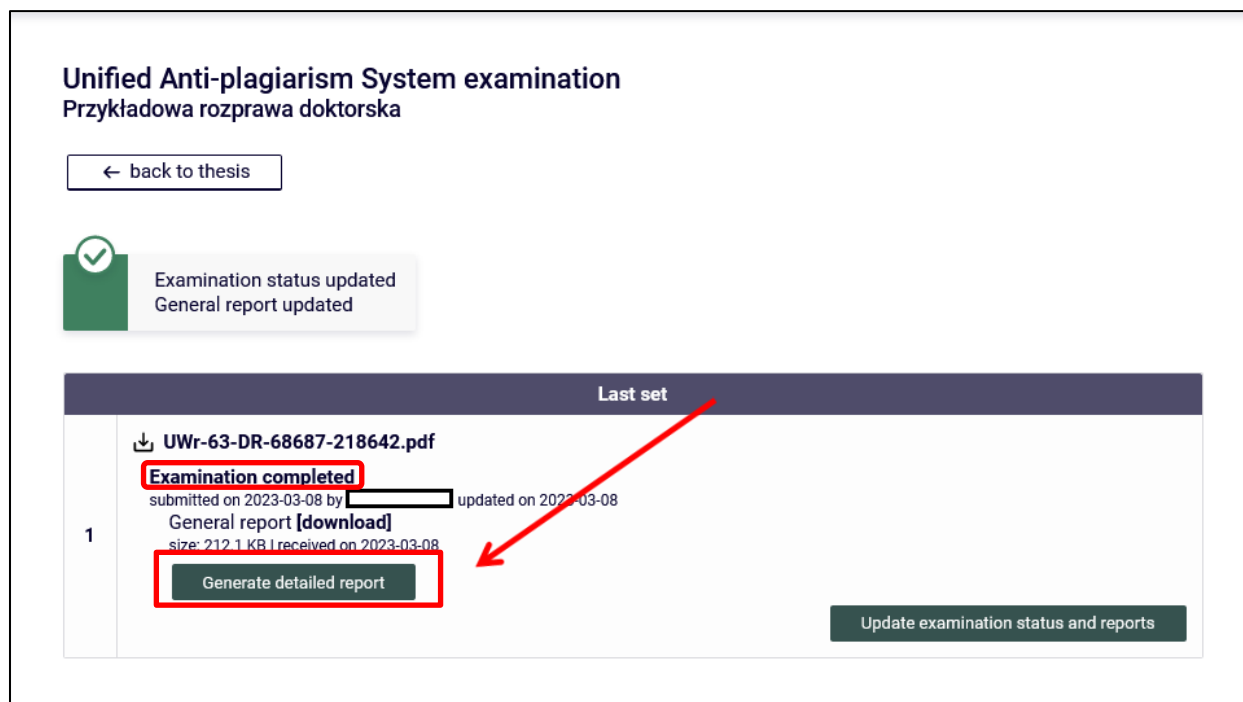
Figure 24

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

Figure 25

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

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):

Figure 27

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

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):
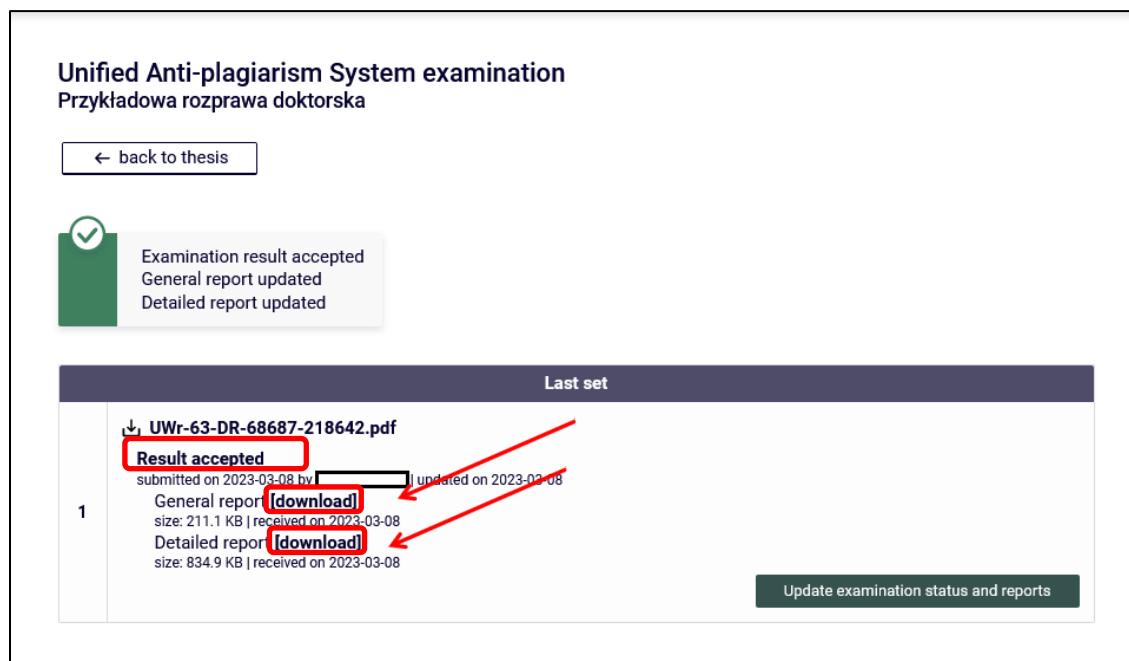
Figure 28

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).

Figure 29

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

The data has been updated (Figure 30):
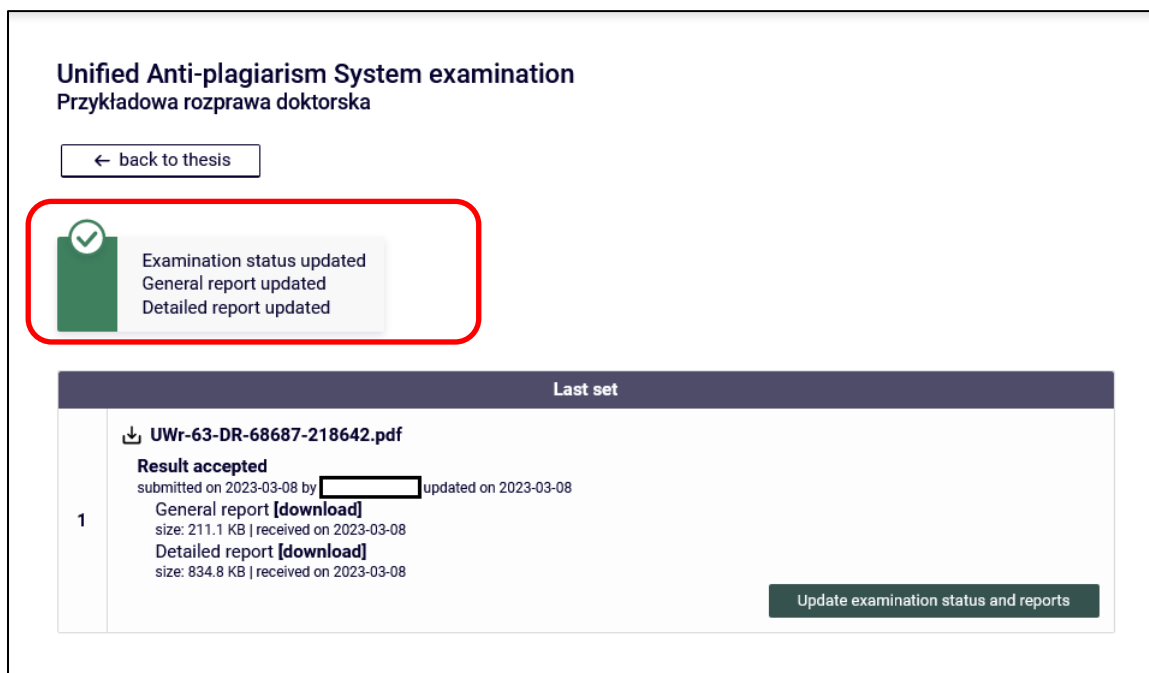
Figure 30

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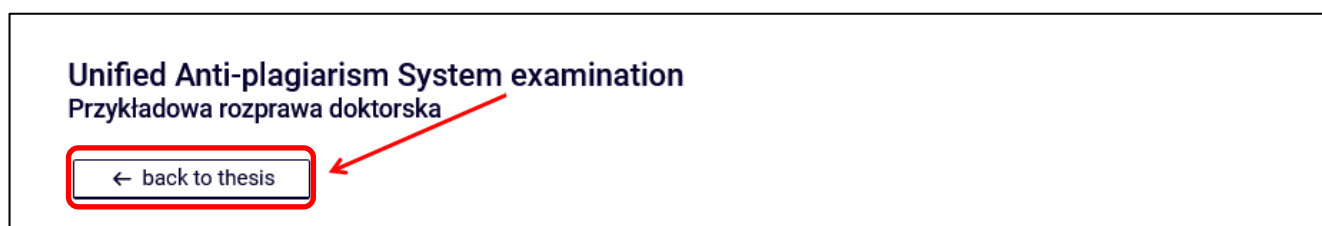
Figure 31

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!

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1
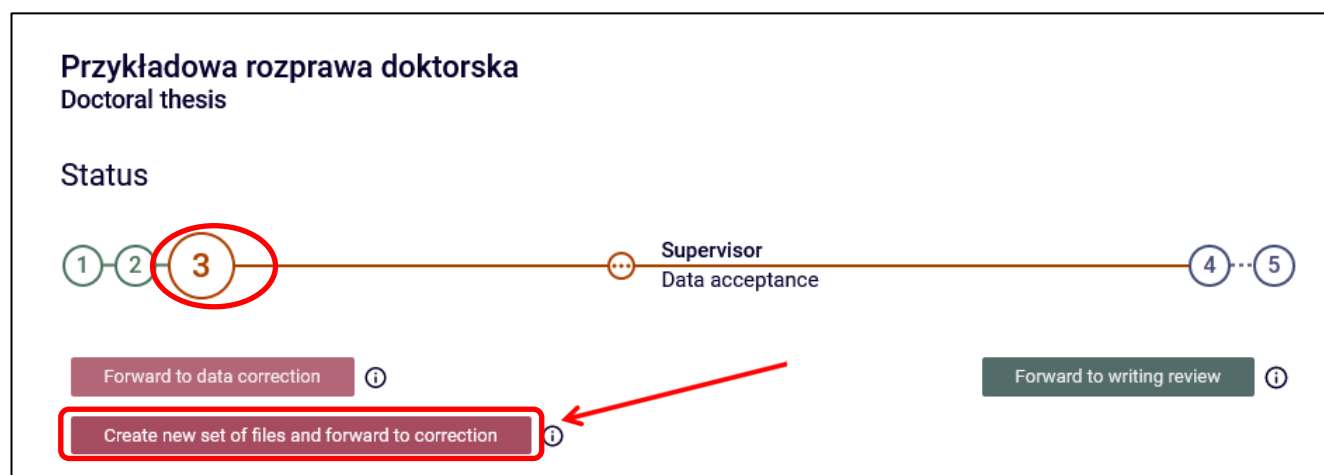
Figure 32

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):

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

**1406.2023
USOS 6.8.1**

Figure 33

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

Figure 34

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

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

Figure 35

Figure 36

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.

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023 USOS 6.8.1

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):

Figure 38

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

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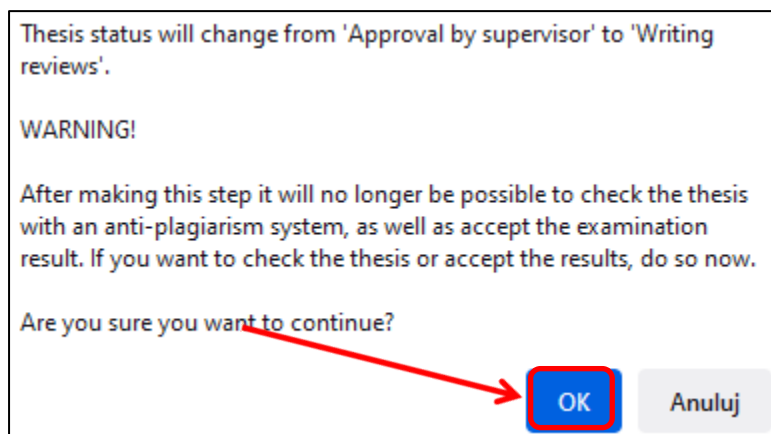
Figure 39

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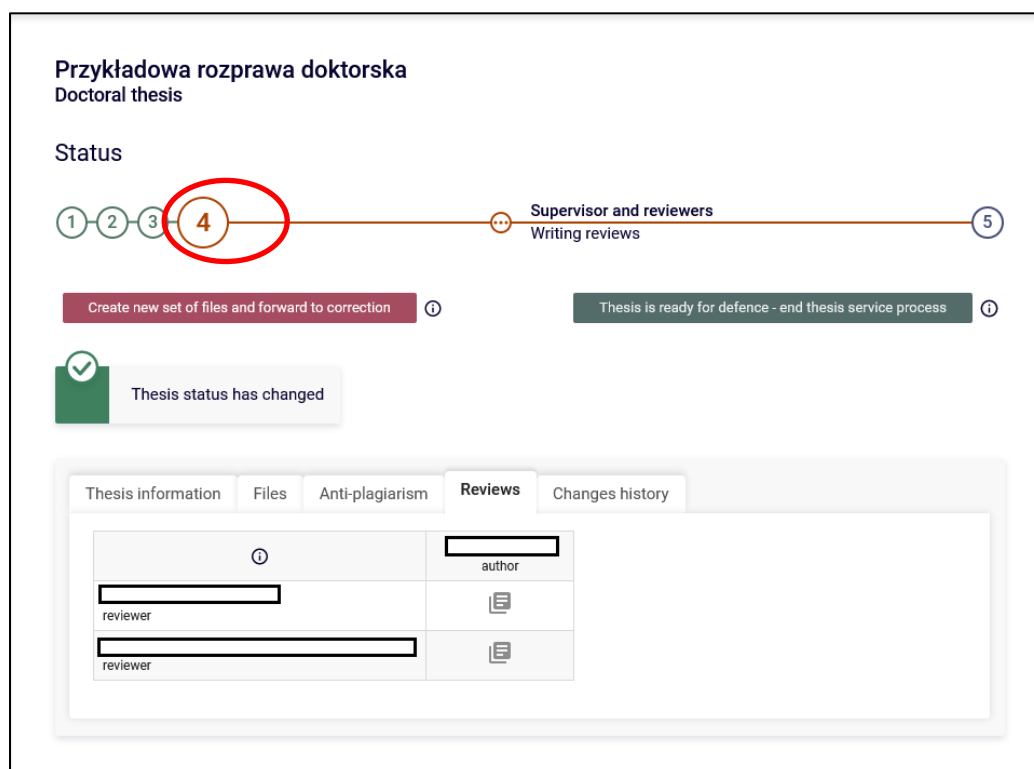
Figure 40

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

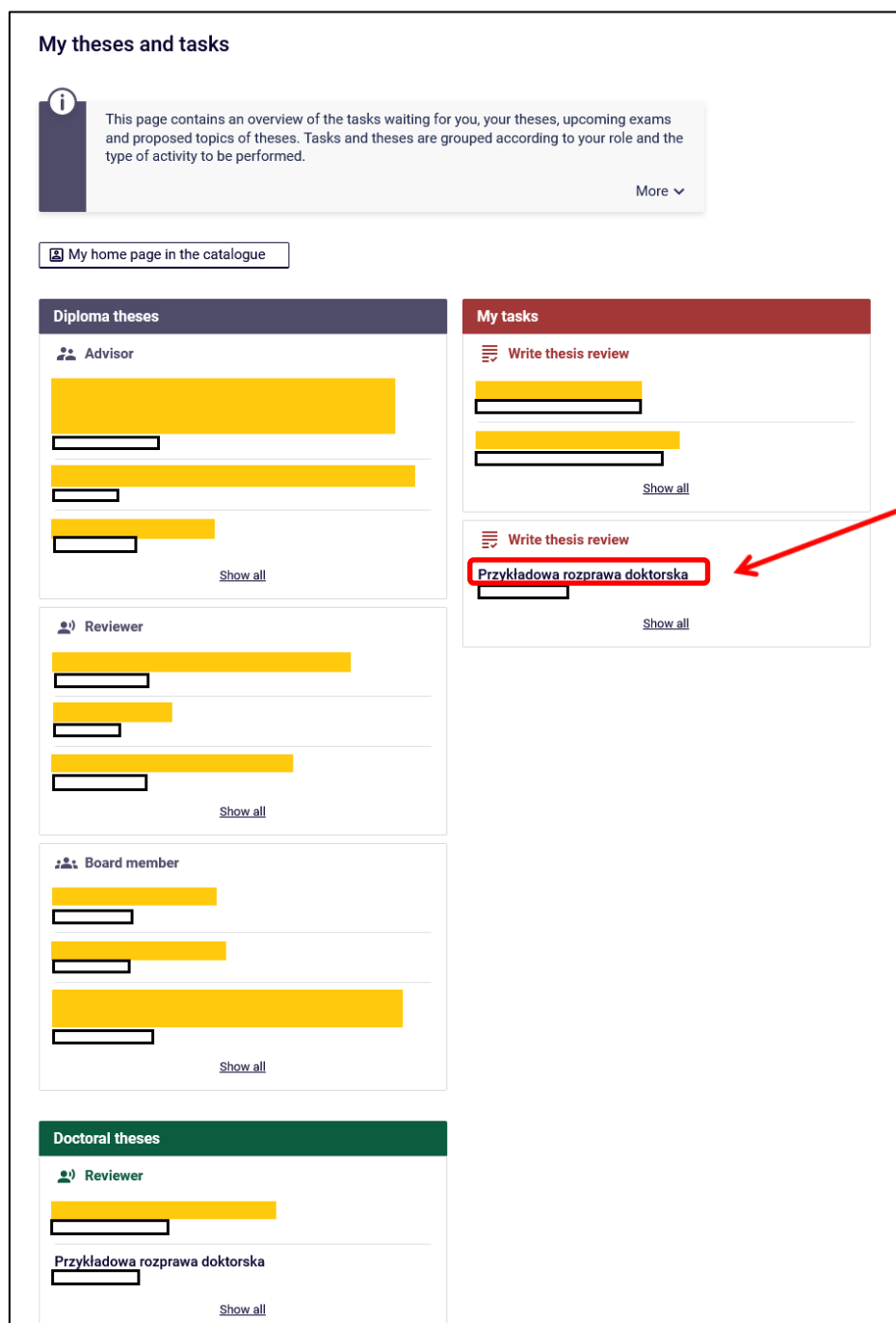**Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree**

1406.2023
USOS 6.8.1

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):

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).

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

Figure 42

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

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):

Figure 43

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

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

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):

Figure 45

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

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

Figure 46

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

Figure 47

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

The **Upload file** button is selected (Figure 48):

Figure 48

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

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

Figure 49

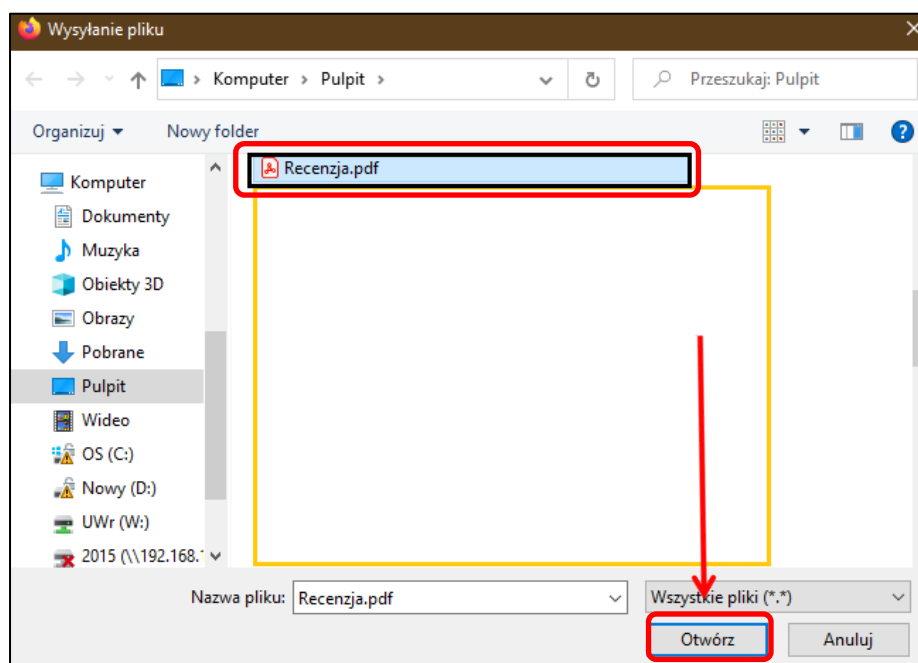We select the review file from the computer drive (Figure 50):

Figure 50

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

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

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

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

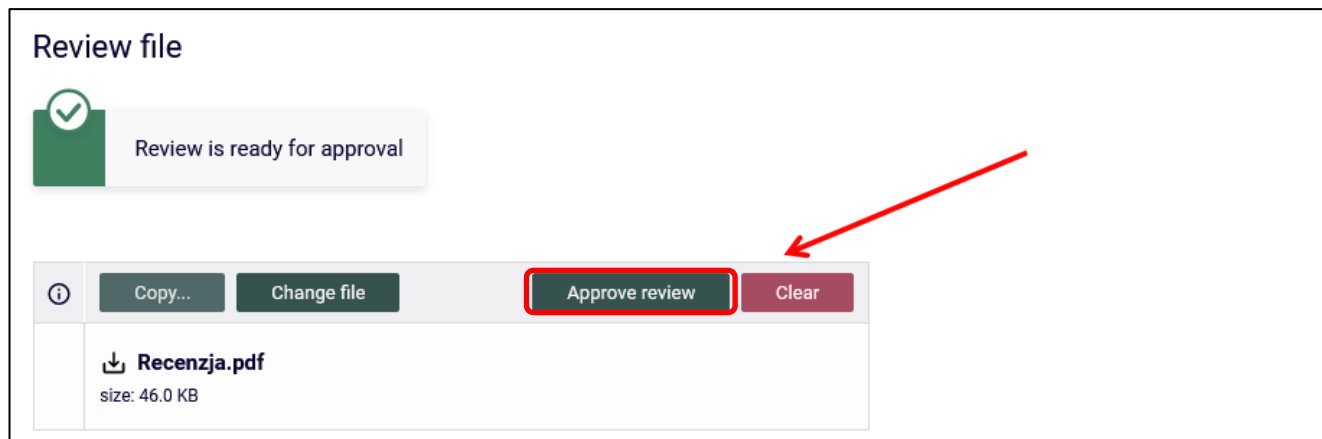To approve the attached file, select **Approve review** (Figure 53):

Figure 53

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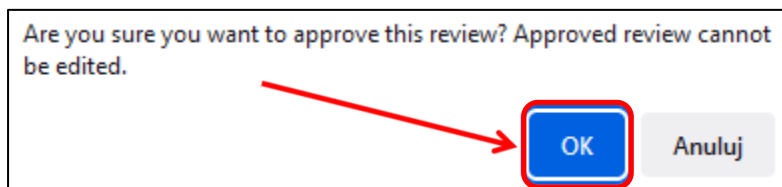

Figure 54

The review has been approved (Figure 55):

Figure 55

Procedure for documenting the conduct of proceedings for the award of a doctoral degree using the APD system by an applicant for a doctoral degree

1406.2023
USOS 6.8.1

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

Review
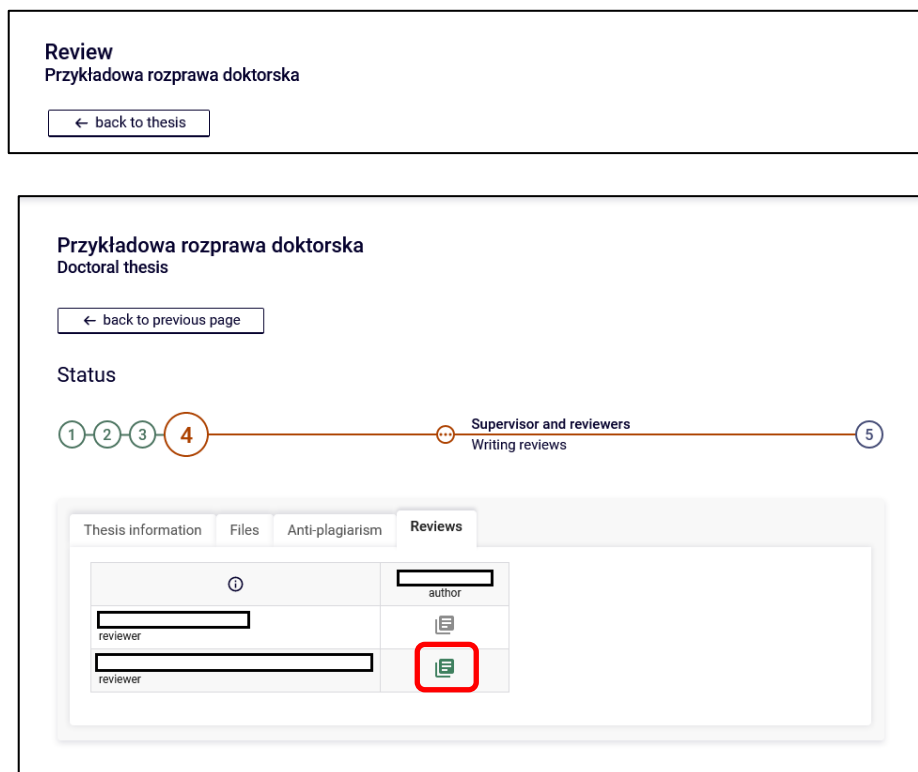Przykładowa rozprawa doktorska

← back to thesis

Figure 56

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

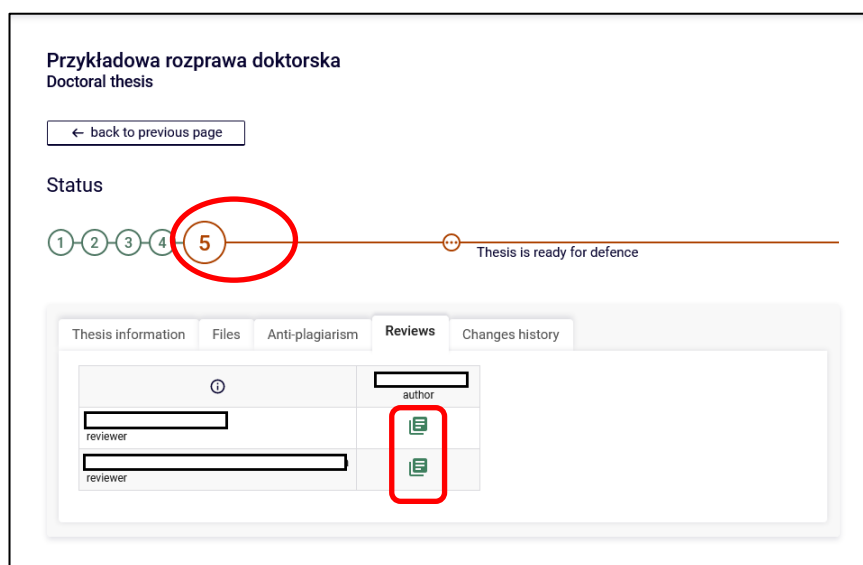to: **"Thesis ready for defence"** (Figure 57):

Figure 57