AP – THESES ARCHIVE

Instruction for reviewers

1. Login to AP

Website address: https://www.ap.uj.edu.pl
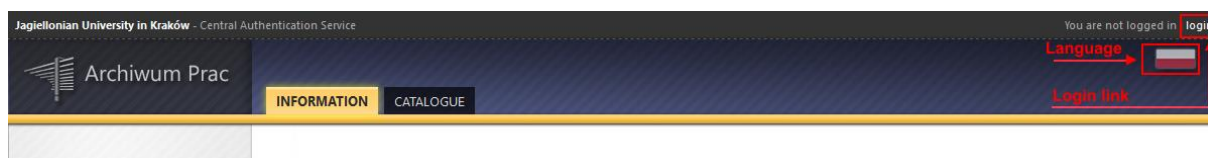
In order to log in to the AP service, on the AP main page, click the **<login>** link, which will redirect you to the JU Central Login.

On the open page, fill in the fields (ID, password) with your own data and click **<login>**.

2. Theses management - „My theses"

After logging in, the "My theses and tasks" page appears. This page is always available after clicking on the **<MY THESES>** link in the top menu.

The main content of this page is divided into two modules. The first module **<Diploma theses>** contains a list of theses grouped by the function of the logged-in user. In this case, the logged-in person has two lists of tasks. One of them **<SUPERVISOR>** concerns the theses that the logged in user supervises. The second, **<REVIEWER>,** concerns diploma theses reviewed by a logged-in person. The second module **<My tasks>** has a list of theses grouped into separated blocks due to the type of task. The reviewer is interested in the block **< WRITE REVIEW >,** where the list of theses for peer review is. Each block has a max. 3 positions. To view all theses, click on **< WRITE REVIEW >** or **<show all>.** After doing this, the following page will appear.

3. Writing reviews

To perform the task of entering reviews, click on the title of the thesis for the **<WRITE REVIEW>** task. (A full list of theses for entering reviews is available by clicking on the name **"WRITE REVIEW"** or **"show all"**).

After loading, the page will contain details of the thesis. The status of thesis during issuing reviews is set to **"4 - Writing reviews"**.
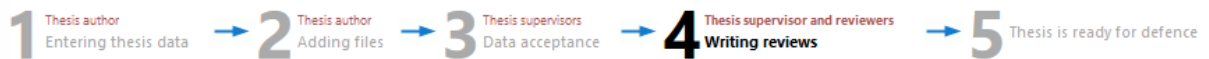
In order to complete the review, click on the red icon next to the name of the reviewer in the "Reviews" module under the "Thesis information".

After going to the next page, the **"Draft of the review"** screen will appear. To go to the editing of the review, click **<EDIT ANSWERS>.** Reviews can be displayed in two formats (see photo below). One of them (**Review in text format**) allows you to enter reviews using the form. The second (**Review in file format**) allows you to upload a pdf file with the text of the review. This format can be changed by selecting the appropriate drop-down box. (picture below presents this selection).

Draft of the review

Potrzeba domknięcia poznawczego a skłonność do ulegania wymuszonym konfabulacjom

◄ back to thesis

Review data

Thesis title:	Potrzeba domknięcia poznawczego a skłonność do ulegania wymuszonym konfabulacjom
Thesis author:	
Keywords:	potrzeba domknięcia poznawczego, wymuszone konfabulacje, pamięć
Question set:	[WFz.IP-14/15-mgr] Zestaw Instytutu Pedagogiki - ocena pracy magisterskiej
Reviewer:	
Version of the thesis:	1

Review in text format ▾ CHANGE

Files attached to the reviewed thesis version

ArchiwumPracDyplomowychUJStudentVS03.pdf | (no description given)

kind: Thesis | size: 502.4 KB | language: Polish [PL] | submitted on 2017-12-08 13:57 by

Version of the thesis: 1

Content of the review

> ⚠ Review is not yet ready for approval:
> There are no answers to questions: 1, 2, 3, 4, 5, 6, 7
> Grade not selected

i	COPY...	**EDIT ANSWERS** ◄─── *Edit answers*			PDF preview	APPROVE REVIEW	CLEAR

1.	**Ocena merytoryczna pracy (zgodności treści pracy z tytułem, doboru i sposobu wykorzystania literatury przedmiotu, interpretacji zgromadzonego materiału badawczego):**
	no answer is given
2.	**Ocena pracy pod względem metodologicznym (poprawności stawianych pytań badawczych, doboru metod badawczych, poprawności narzędzi i doboru grupy badawczej):**
	no answer is given
3.	**Ocena struktury pracy (tytułów rozdziałów, podrozdziałów, spójności poszczególnych części):**
	no answer is given

After completing the above action, a page will open with questions for reviews that can be answered by filling in the field under each question.

Content of the review

During the completion of the review it is possible to save the entered data. To do this, click the **<SAVE>** button. In order to save changes and finish editing the review, click **<SAVE AND EXIT EDITING>** - after this action we will be moved to the **"Draft of the review"** page. If you want to re-open the file for editing, click again on **<EDIT ANSWERS>**.

Once all responses have been given - the review should be approved. To do this, click **<APPROVE REVIEW>.**

Content of the review

After approval of the review, it will not be possible to edit it further, which is why you have to confirm this operation by clicking on **<OK>** in the message bar.
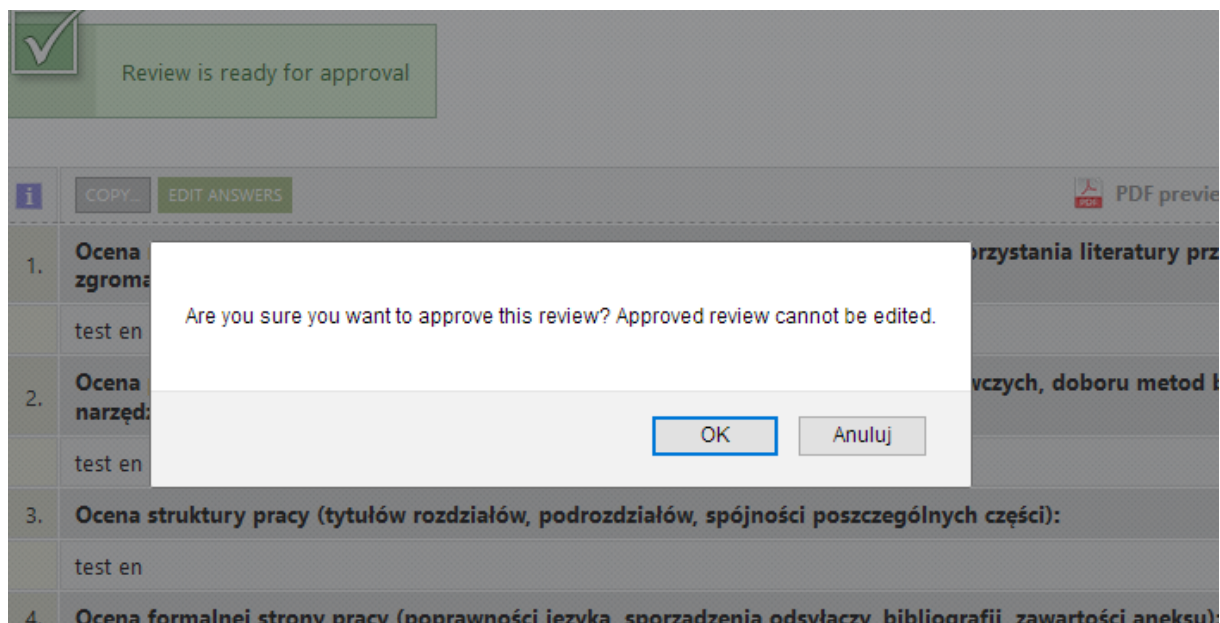
If all reviews are approved, the thesis will automatically change the status to "5 – Thesis is ready for defence".

4. Printing review

After approval, the review should be printed. To do this, download the PDF file by clicking **<download as PDF>.**