AP – Archive of Diploma Theses

Manual for PhD students

VDEN01 2023

1. Login to AP

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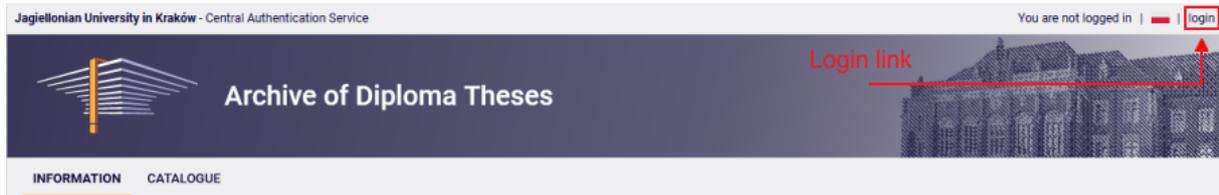
In order to log in to the AP service, on the AP main page, click the **<login>** link, which will redirect you to the JU Central Login.

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

If you don't have an email adress in JU domain please contact the secretariat/dean's office of the Discipline Council

2. Management of doctoral theses - „MY APD"

(Initially, the doctoral thesis data is entered by the secretariat/dean's office of the relevant Council for the Discipline (subject, supervisors, reviewers). If there is no doctoral thesis data after logging into the AP system, it means that the secretariat/dean's office of the Discipline Council has not entered them yet.)

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

The main content of this page is divided into two modules. The first module **<Doctoral theses>** contains a list of theses grouped according to the function performed by the logged in user. In this case, the logged in person is the author of the theses. The second module, **<My tasks>**, has a list of tasks grouped into blocks separated by task type. To see all the theses, click **"Task".** In order to go to a given work and complete the information, click on the title of the given thesis.

3. Data completion

After clicking on the thesis title, the following page will appear. Complete all necessary fields of the "Thesis Information" form. If all the data has been entered correctly, you can save the thesis data using the **<SAVE THESIS INFORMATION>** button.

After this action, the button (green background) **<GO TO FILE UPLOAD>** will be activated, which is located under the thesis status on the right. You can still make changes to the form at this point. If all the data is correct, you can go to the next step of archiving "Adding files". To do this, click the green button **<GO TO FILE UPLOAD>**.
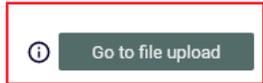
Association impairment
Doctoral thesis

← back to previous page

Status

Go to file upload

Go to file upload

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

Data entry form

Save data

Save thesis information

Language of the thesis:	English [EN] ⓘ
Title:	🇬🇧 Association cognitive im 🇵🇱 Analiza związku pomiędzy parametrami przepływu mózgowego oraz tętnic obwodowych a zaburzeniami 1 Limit **1000**, entered **158** characters
Author:	Jakub [DOKT] Doktorat **Date of defence:** 23 January 2023
Organizational unit:	Rada Dyscypliny Nauki medyczne
Abstract:	🇬🇧 Przeglądaj... Nie wybrano pliku. Maximum file size: 5.0 MB Legal extensions: .pdf 🇵🇱 Przeglądaj... Nie wybrano pliku. Maximum file size: 5.0 MB

4. Adding dissertation files

After entering the thesis archiving status „Adding files", you can add the thesis files. To do this, click the **<ADD/EDIT FILES>** button.

After going to file editing, a form with tabs will appear. Select the **Files** tab. In this tab, a form consisting of the following fields appears: Type, File, Content language, Description.

To add a PhD thesis file, select Type: **Thesis**. It must be a PDF file. ***The file must be text, not in the form of page images***. Then, by clicking the Browse button (File field), select the file with the thesis and in the language field, select the language in which the content of the file is saved. After these steps, you can use the **<ADD TO THE SET>** button to add a file to the set. When adding a file, checksums will be generated, which will be needed to verify the compatibility of the PhD thesis printout and the uploaded file.

You can also add files with attachments to your PhD thesis here. The procedure is the same as for adding a thesis file except for selecting the file **Kind** as Other. File extensions allowed for attachments are: ZIP, RAR, 7Z.

No	Set elements	Approved
1	no files in the set	NO

Add file ⓘ

Kind:	Thesis ⌄ Maximum amount in a set: 1 Maximum file size: 20.0 MB Legal extensions: .pdf
File:	[Przeglądaj...] Nie wybrano pliku. Authors' personal numbers (PESEL) in the file name will be automatically replaced with their USOS identifiers.
Language:	Polish [PL] ⌄
Description:	 Limit **300**, entered **0** characters
	Add files button → [Add to the set]

Files attached to the thesis
Brytyjskie
(Natalie)

[← 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 ⌄

After adding all thesis files, return to the thesis page using the button: **<BACK TO THESIS>**

5. Submission of the doctoral thesis for approval by the supervisor

After adding the files, if all the data is correct, the PhD thesis should be submitted for approval by the supervisor. To do this, click the **<FORWARD TO THE APPROVAL OF THE SUPERVISOR>** button. After this action, further editing of the thesis data and the file will not be possible - unless the supervisor rejects the PhD thesis data and returns the thesis for correction.

At the time of submitting the PhD thesis for approval by the promoter, the PhD thesis is sent to the Uniform Anti-Plagiarism System and is subjected to plagiarism examination.
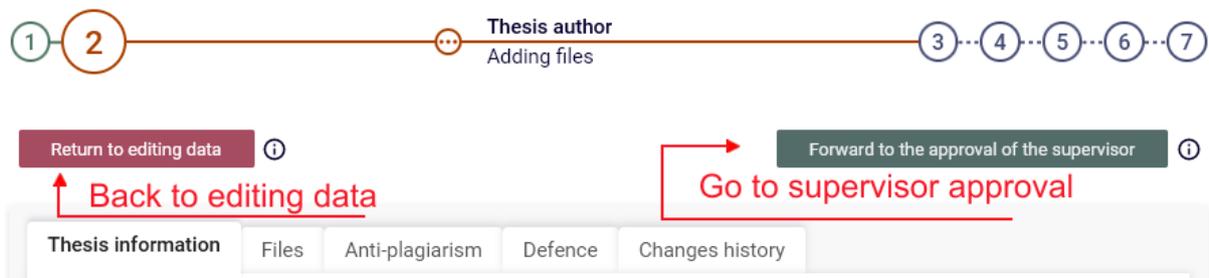
If the PhD thesis data is not correct (error, mistake, typo, etc.), you can go back to point 1 of the thesis status - "Entering thesis data" to correct the data. To do this, use the **<RETURN TO EDITING DATA>** button.
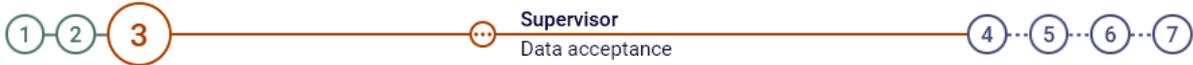
6. Downloading the copyright statement

When the PhD thesis has the status **"Data acceptance",** it is possible to download the copyright statement.

7. Printing and deleting files

The submitted PhD thesis file contains checksums that are marked on each page of the thesis. These sums are checked when putting the thesis to the secretary's office. The checksums on the printed version of the thesis must match those stored in the system. This is a tool that checks whether the thesis is actually the one that was submitted in the paper version.

In order to print the thesis, go to the thesis (by clicking the appropriate title in **"My APD"**). The next step is to find the **"Files"** section and click on the **"Printable version"** link. In order to print the file, download it using this link and then print it on paper.

If you want to upload another file, you must first delete the previous one. This should be done using the **"Delete"** link in **"Set elements"**. This activity is possible after submitting the doctoral thesis for correction. The dissertation must be in **"Adding files"** status.

8. View approved reviews

Approved reviews can be previewed. To view the content of the review, click on the green icon.

Assessment regard to the
Doctoral thesis

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Status