

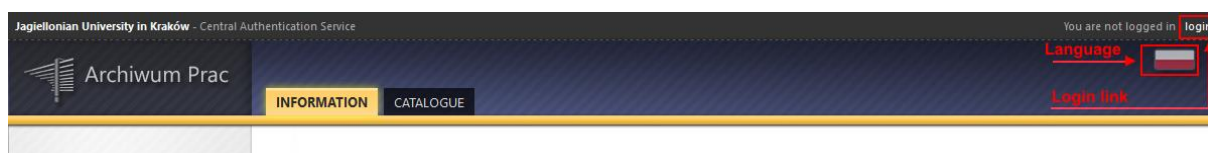
AP – THESES ARCHIVE

Instruction for student

The current Rector's order does not require assembling of diploma theses in printed form.

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"

(Initially, the diploma thesis data is inserted by the secretariat / dean's office (subject, supervisors, reviewers). If there is no diploma thesis after logging into the AP system, it means that the secretariat / dean's office has not inserted them yet.)

Students are obliged to submit the thesis into the AP system for final approval by the supervisors **no later than September 15th** of the last academic year within the course of study and in the case of study programmes where graduation is expected in the winter semester, by the end of the winter repeat examination session (winter semester) of the last academic year at the latest. Submitting the thesis into the AP system shall be considered as submitting the thesis for final approval by the supervisor.

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.

My theses and tasks

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)

Diploma theses

AUTHOR
Prezentacja recenzji na Wydziale Historycznym
Usoś Testowska-Kowalewska
Testowanie - chemia medyczna - promotor
Usoś Testowska-Kowalewska
Testowanie - licencjat na chemii - promotor
Usoś Testowska-Kowalewska
show all

My tasks

COMPLETE INFORMATION
Testowanie magisterium religioznawstwo
Usoś Testowska-Kowalewska

My home page in the catalogue

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 fully logged-in user. In this case, the logged in person is the author of the thesis. The second module **<My tasks>** has a list of theses grouped into separated blocks due to the type of task. To see all the theses click **<COMPLETE INFORMATION>**. In order to go to a given task and complete the information, click on the title of the thesis.

3. Inserting thesis data

After clicking on the title of the thesis the following page will appear. All necessary fields of the "Thesis information" form must be filled out. If all data has been inserted correctly, you can save the thesis data using the **<SAVE THESIS INFORMATION>** button.

You should also read and **<APPROVE>** the "Author statements".

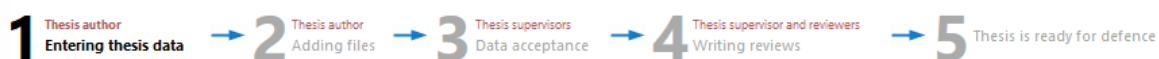
After this action, the **<GO TO FILE UPLOAD>** button will activate (green background), which is under the operating status on the right. At this point, you can still make changes to the form. If all data is correct, you can go to the next step of archiving "Adding files". To do this, click the green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

Testowanie magisterium religioznawstwo

Master thesis

[back to previous page](#)

Status



[Go to file upload](#)

Form to inserting data

Thesis information

Save thesis information

Language of the thesis:	Polish [PL]
Title:	<div style="display: flex; align-items: center;"> Testowanie magisterium religioznawstwo <div style="margin-left: 10px;"> Testing </div> </div> <div style="font-size: small; margin-top: 2px;">Limit 1000, entered 7 characters</div>
Author:	Usos Testowska-Kowalewska <small>Magisterium na religioznawstwie for study program WFz-n306-0-UD-4 Date of defence: not given</small> <div style="text-align: right; font-size: small;"> Message to the authors</div>
Dissertation advisor:	
Organizational unit:	Institute of Religious Studies
Notes - thesis submission:	Data złożenia wstawiona automatycznie w chwili zatwierdzenia pracy przez promotora
	<div style="display: flex; align-items: center;"> test </div>

Author statements

Being aware of the criminal and disciplinary liability and the consequences arising out of the Study Regulations agreed to, I herein declare that this thesis:

1. constitutes the final version as presented for the diploma examination at the Jagiellonian University, and
2. was written by myself (or in conjunction with another author, and that it is possible to identify the individual parts prepared by myself and as a result to determine the amount and substantive value of my work) and,
3. does not infringe copyright, including personal and property (economic) intellectual rights of third parties and,
4. does not contain data obtained unlawfully and,
5. does not contain legally protected data and,
6. all sources used, in particular fragments of other author's works, have been appropriately marked, and are subject to copyright and publishing rights and,
7. has not previously been the subject of procedures related to the obtainment of a professional (academic) title (degree) nor has it been previously published.

I grant the Jagiellonian University free license to include the abovementioned thesis within the Electronic Theses and Dissertations Repository and to copy and grant access to this thesis, including access for plagiarism detection systems, within the scope necessary to protect my own rights as the author and those of relevant third parties.

I declare that my thesis does not include information which is subject to protection pursuant to the legal provisions on the protection of classified information.

APPROVE

Usosweb ORA Testowska

NOT APPROVED

4. Adding thesis files

After transiting to the status 2 archiving thesis, you can add thesis files. To do this, click the **<Add files>**.

In this step, the availability of thesis in the reading room and on the Internet is also determined. To do this, select the appropriate fields (marked in the picture below) and click the **<SAVE>** button.

Files

No files have been added to this set

Version of the thesis: 1 (not approved)

Add files → **→ Add files**

Should the thesis be available in library? ☐ Yes ☒ No

Should the thesis be available on the internet? ☐ Yes ☒ No **SAVE**

← **Parameters of the thesis availability**

After transiting to adding files, a form with tabs will appear. Select the **<Add file>** tab. In this tab a form appears, consisting of fields: Type, File, Content language, Description.

To add a 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 Content language field, select the language in which the contents of the file are saved.

After these steps you can use the **<ADD TO THE SET>** button to add a file to the set. When you add a file, checksums will be generated that will be needed when verifying the compatibility of the printout and the uploaded file. At this point, you can also add files with thesis attachments. The procedure is the same as when adding a thesis file, except selecting File type as Other. The file extensions allowed for attachments are: ZIP, RAR, 7Z.

Add file | Add URL | Add a description of the physical location of the thesis

Add file

Kind: Thesis
Maximum amount in a set: 1
Maximum file size: 15.0 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.

The final set: Set 5

Language: Polish [PL]

Description:
Limit 300, entered 0 characters

Adding files button → **ADD TO THE SET**


Files attached to the thesis

Testowanie magisterium religioznawstwo

[back to thesis](#)

Link to return to the thesis page

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.

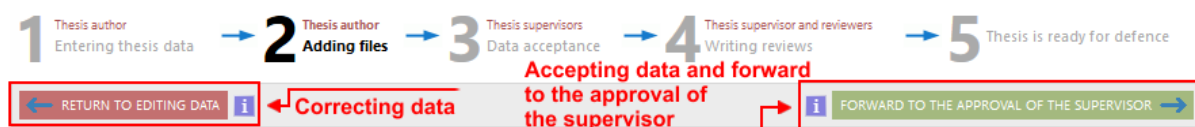
[\(more\)](#)

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

5. Handing over the thesis for approval by the supervisor

After adding the files, if all the data is correct, you must submit the thesis for approval by the supervisor. To do this, click on the **<FORWARD TO THE APPROVAL OF THE SUPERVISOR>**. After this operation, no further editing of the thesis and file data will be possible - unless the supervisor rejects the thesis data and returns to thesis for improvement.

Status



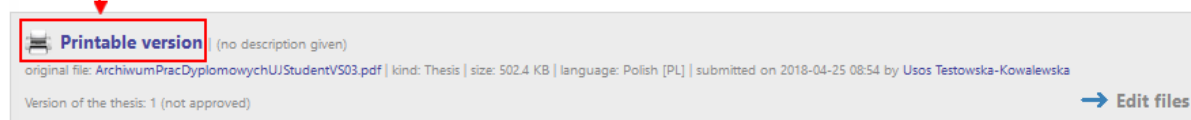
If the thesis data is not correct (error, mistake, typo etc.), you can go back to thesis status point "1 - Entering thesis data" to correct this data. To do this, use the **<RETURN TO EDITING DATA>** button.

6. Printing and deleting files

The current Rector's order does not require assembling of diploma theses in printed form. However, if a given unit requires submission of such thesis, please read this section of the manual.

The submitted thesis file contains checksums, which are plotted on each thesis page. These sums are checked when assembling the thesis at the secretary's office. Checksums on the printed version of the work must coincide with those saved in the system. It is a tool to check if the thesis is actually the one that has been assembled in a paper version. In order to print the thesis, go to thesis (clicking the appropriate title in "My theses"). The next step is to find the "Files" section and click on the **"Printable version"** link. In order to print the file, you should download it using this link, and then print it in paper version.

Files Link to thesis with checksums



If you want to upload a different file, you must first delete the previous one. This should be done using the **"Delete"** link in "Set elements".


7. Downloading and printing the statement

After confirming the transfer of all files with the **<FORWARD TO THE APPROVAL OF THE SUPERVISOR >** button next to the author's name in the table with its data there is a statement icon. After clicking the icon you can download / open the statement and print it. The statement should be assembled to the dean's office / secretary's office when handing over the diploma thesis.

Status



Thesis information

Language of the thesis:	Polish [PL]	Copyright statement
Title:	<div> Testowanie magisterium religioznawstwo Testing </div>	
Author:	Usos Testowska-Kowalewska Magisterium na religioznawstwie for study program WFz-n306-0-UD-4 Date of defence: not given	
Dissertation advisor:		
Organizational unit:	Institute of Religious Studies	

8. Preview of approved reviews

Reviews

	Usos Testowska-Kowalewska author
	

See review →