



APD – Searching and signing for the diploma thesis/projects topics Manual for students

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1. Introduction

Providing and choosing the topic of the diploma thesis/projects using the **Archive of Diploma Theses** concerns only the faculties which decided to introduce this module.

After signing in to the USOSweb (web.usos.agh.edu.pl - change the language to English in the top right corner), from the *News* tab go to the page of **Archive of Diploma Theses** (further: **APD**, as in Polish: **A**rchiwum **P**rac **D**yplomowych) (Fig. 1).

You can also use direct link: <u>https://apd.usos.agh.edu.pl/</u>

| AGH University of Science and Technology | y - Central Authentication System | You are not logged in 🔤 log in |
|--|--|--|
| A | GH University of Science and Technology | |
| | MY USOSWEB STUDENT STAFF SECTION COMMON SECTION | |
| DOCUMENTS → welcome | last data migration: ~3 hours ago | |
| REGISTRATION CALENDAR | Welcome to the USOSweb | o service |
| TOKEN REGISTRATIONS | of AGH University of Science and Tech | nology in Kraków |
| ACCESSIBILITY | USOSweb is an online USOS module designed for students an | nd teachers. |
| STATEMENT CONTACT AND LINKS | The data migration between different modules happens twic PM. During that time the system may not be available for a the faculty staff will be visible after the migration, but info students is visible immediately. | ee a day, around 6:30 AM and 4:30 short while. Information entered by ormation entered by teachers and |
| ARCHIVE OF DIPLOMA THESIS | Every student is obliged to create university email acccount in create an account, please use the following service: https://panel.agh.edu.pl/newuser/newuser-en.php | n the agh.edu.pl domain. In order to |
| | Figure 1 | |

2. Searching for topic

To search for the diploma thesis/project title in APD, go to the tab *Catalogue*, then choose *Topics* > *search* or *Topics* > *catalogue* (Fig. 2).

Use the **search engine** to find the title of the thesis/project or the name of the person providing the topic. You can narrow down the search to only one type of thesis (bachelor, engineering, master, etc.). A *person providing the topic* is usually the future thesis' supervisor, but in some cases it may be another employee. Display the topic to check the name of *Expected thesis supervisor*.





| A | rchive of Diploma Theses |
|---|--|
| INFORMATION CATALOGUE | MY APD |
| CATALOGUE → quick start | Search for topics |
| THESES → quick search | Q Search for topics of theses |
| → advanced search | Itile, name and last name of the person providing the topic Search |
| → catalogue PEOPLE → search | @all Obachelor Oengineering Omaster Odoctoral Opostgraduate You can enter part of the title or name of the person providing the topic. |
| TOPICS → search → catalogue | |

Figure 2

In the case of searching in the **catalogue** (Fig. 3), there will be a table displayed with all the available topics of the thesis/projects. The list can be narrowed down using the filters: organizational unit (faculty), thesis type (*bachelor, master...*), study field, and the status of the topic (*available, partially available, under negotiation, taken*). By default the topics are displayed according to the publication date, but you can pick other sort criteria in the heading of the table.

| INFORMATION CATALOGUE | лү ард |
|--|---|
| CATALOGUE → quick start THESES → quick search → advanced search → catalogue DEODLE | O Catalog of theses topics. Here you can find the topics of theses, which have been provided by university employees. Only topics available for your didactic unit are shown. If you are interested in the topic, contact the employee by writing a message to the e-mail address provided on the topic's page. |
| → search TOPICS → search → catalogue | Filter topics list Organizational unit, thesis type, study field, status Unit: enter the code or part of the department name Thesis type: - all - Study field: enter the code or part of the study field name Topic status: - all - Voit clear filters Filter |
| | Image: Constraint of the status Person Thesis Thesis Topic Date of status Organizational unit Organizational unit Study fields Thesis type Status Date of status |
| | Test topic Computer engineering Available May 26, 2022 [110-000] Faculty of Metals Engineering and Industrial Test Teacher Computer Science in Engineering, Education in Technology and Computer Science Available May 26, 2022 |

Figure 3





2.1. Statuses of the topics

AGH

When choosing a topic, pay attention to the statuses of the displayed topics:

- Available no one reserved the topic yet, you can apply for an assignment to the topic
- *Partially available* more than one person can apply for specific topic. In means that some students are interested, but you can still apply
- Under negotiations status means that there are some students interested in this topic, but arrangements are in progress. Soon the topic may be not available
- *Taken* the topic is reserved, do not apply for it

2.2. Signing for the topic

After clicking on the thesis/projects title, the information about the topic will be displayed. You can follow interesting topics by clicking the button **Add to followed** (Fig. 4) - they will be available to you in **My APD** tab > **Followed topics.** If you want to ask the person providing the topic for any details or let them know, that you are interested in particular topic, use the envelope icon (Fig. 4).

| | GUE | MY APD | | | |
|---|------------|---|--|--|--|
| Add to followed | | | | | |
| Information about the topic of the thesis | | | | | |
| Language of thesis: | | English [EN] | | | |
| Thesis topic in original language: | | Test topic | | | |
| Topic description: | | The description of the topic. | | | |
| Thesis type: Study fields: | | engineering | | | |
| | | Computer Science in Engineering, Education in Technology and Computer Science | | | |
| Organizational information: | | (no information given) | | | |
| Person providing the topic: | () | dr inż. Test Teacher | | | |
| Expected thesis supervisor: | () | dr inż. Test Teacher | | | |
| Organizational unit: | () | Faculty of Metals Engineering and Industrial Computer Science | | | |
| Maximum number of authors: | | 2 | | | |
| Topic status: | () | available | | | |

Figure 4

After determining all the details of the future thesis/project, the person providing the topic has to submit a **formal application for accepting the topic of the thesis/project** with the name of the student - future author of the thesis/project - assigned. The application must be electronically signed by the person providing the topic (coordinator of the application), a supervisor of the thesis/project and the student – the future author of the thesis/project.





3. Signing the application

When it is your turn to sign the application, you will see *"Sign the application as an autor"* task in the *My APD* tab, in the *My tasks* tile (Fig. 5).

| MY APD My theses and tasks → quick start | |
|--|-------|
| | |
| MY TASKS → applications • sign the application as an author • as an author • sign the application • sign the application • sign the application • as an author • as an author | |
| MY DIPLOMAS More √ | |
| MY EXAMS → list | |
| MY TOPICS → applications • author | uthor |
| FOLLOWED TOPICS → list Test thesis Test Student | |

Figure 5

To sign the application, click on the title of the thesis/project in the *My tasks* tile, make sure, that the data in the *Application information* are correct, and only then, when everything is correct, you can go to the *Signatures* tab and sign the application (Fig.6).

| oplication information | Signatures Board | |
|---------------------------------|-----------------------------------|----------------------------|
| Coordinator of the application: | dr inż. Test Teacher 1 | SIGNED 2022-05-26 12:48 |
| Supervisor: | prof. dr hab. inż. Test Teacher 2 | SIGNED 2022-05-26 12:49 |
| Thesis author: | Test Student | NOT SIGNED |

Figure 6

The application has to be reviewed by the board – according to the procedures applicable to your faculty. If the board for some reason does not accept the application and returns it to correct, then after corrections, you will have to sign it once again.

After the application is accepted, in the *My APD* tab, the tile *Diploma theses* will be displayed (Fig. 7).





| INFORMATION CATALOGUE | MY APD |
|---|---|
| MY APD → quick start | My theses and tasks |
| MY THESES → diploma • author | This page contains an overview of the tasks waiting for you, your theses, upcoming exams and proposed topics of theses. Tasks and theses are grouped according to your role and the type of activity to be performed. |
| MY DIPLOMAS → list | More 🗸 |
| MY EXAMS → list | I My home page in the catalogue |
| MY TOPICS → applications • author | Diploma theses |
| FOLLOWED TOPICS → list | Test thesis Test student |
| | Show all |

Figure 7

4. Status of the diploma thesis/project

Your thesis/project will have the status *Thesis cannot be modified* (Fig. 8) until the time for registering the theses comes. This status does not allow adding abstract, key words, or files to the thesis. Rules of registering of the theses are prepared individually by every faculty, with regard to the rules of the AGH University of Science and Technology Study Regulations.

| us | | | | | | |
|--------------------------------|--------|--|-------------------------------------|-----------------|----------------|--------------|
| | | OThe Ent | sis author ering thesis c | lata | | 2)(3)(4)(5). |
| nesis information | Files | Reviewers | Reviews | Changes history | Administration | |
| Language of the th | nesis: | English [EN] | | | | |
| Title: Author: | | Test t | hesis testowa | | | |
| | | Test Student magister for study program 200-ZRZ-2S-19 Date of defence: not given | | | | |
| Dissertation advisor: | | dr inż. Test Teacher | | | | |
| Organizational unit: | | Faculty of Management | | | | |
| Date of approval o subject: | f the | Jan. 24, 202 | 2 | | | |
| Abstract: Keywords: | | 🗮 (not giv | en) en) | | | |
| | | 🗮 (not giv | en) en) | | | |
| Reviewer: | | dr inż. Test | Teacher | | | |
| Status: (j | | Thesis cann | ot be modifie | ed | | |
| Archiving status: | (i) | To be archiv | ed | | | |

Figure 8





The beginning of the registration of the diploma thesis/project process will be possible only when the status of the thesis/project is changed to *Author of the thesis should type data*. When it happens, in the *My APD* tab you will find a task tile - *My tasks: Complete information about thesis* (Fig. 9).

| | MY APD | | | |
|---|---|---|--|--|
| MY APD → quick start | My theses and tasks | | | |
| MY THESES → diploma • author | 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. | r you, your theses, upcoming exams rouped according to your role and the | | |
| MY TASKS → diploma • complete information about thesis | My home have in the catalogue | More 🗸 | | |
| MY DIPLOMAS → list | | | | |
| MY EXAMS → list | Diploma theses | My tasks | | |
| MY TOPICS | Test thesis | Test thesis | | |
| → applications | Test Student | Test student | | |
| autnor | Show all | Show all | | |
| FOLLOWED TOPICS | | | | |

Figure 9

Detailed information about the registration of the diploma thesis/project process can be found in a separate manual: <u>ENGLISH: USOSweb and APD – Graduation process – User manual</u>.

5. Helpdesk

In case of technical problems, enquires or doubts, please contact us: pomoc-usos@agh.edu.pl