



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

[publication: 27.04.2023]



Table of Contents:

1. Introduction.....	3
2. Searching for topic	3
2.1. Statuses of the topics	5
2.2. Signing for the topic	5
3. Signing the application	6
4. Status of the diploma thesis/project.....	7
5. Helpdesk.....	8

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: **Archiwum Prac Dyplomowych**) (Fig. 1).

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

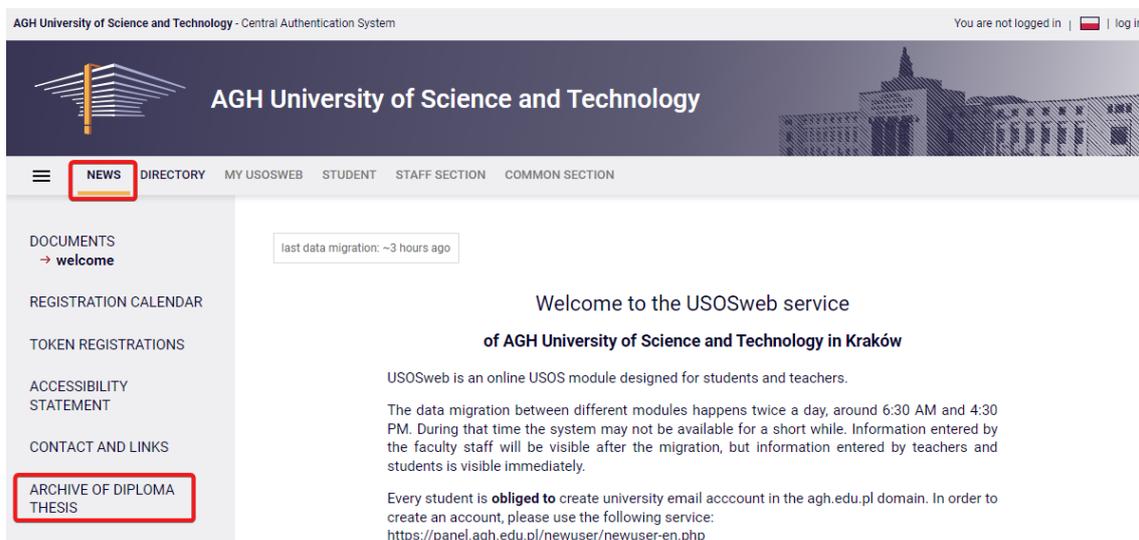


Figure 1

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*.

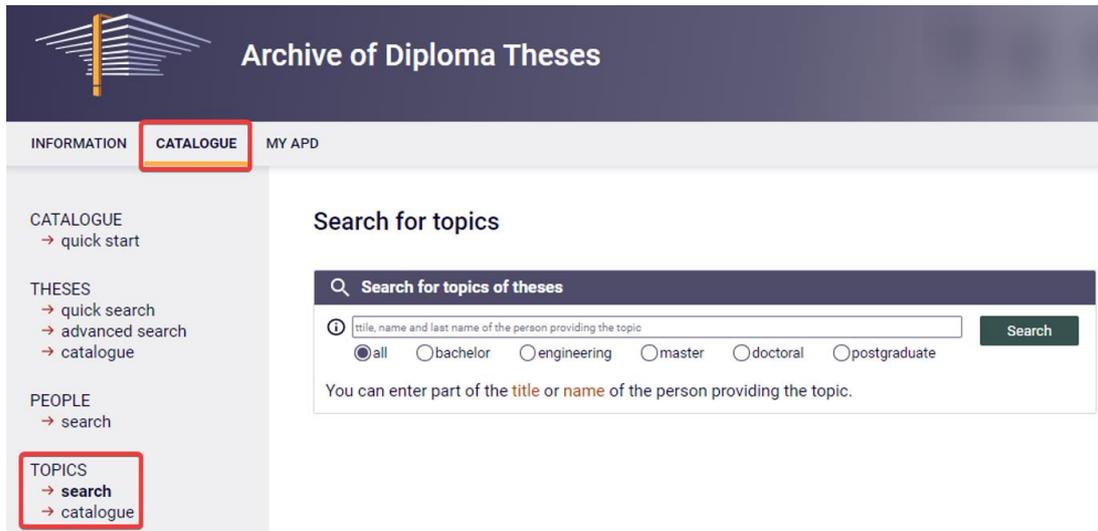


Figure 2

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.

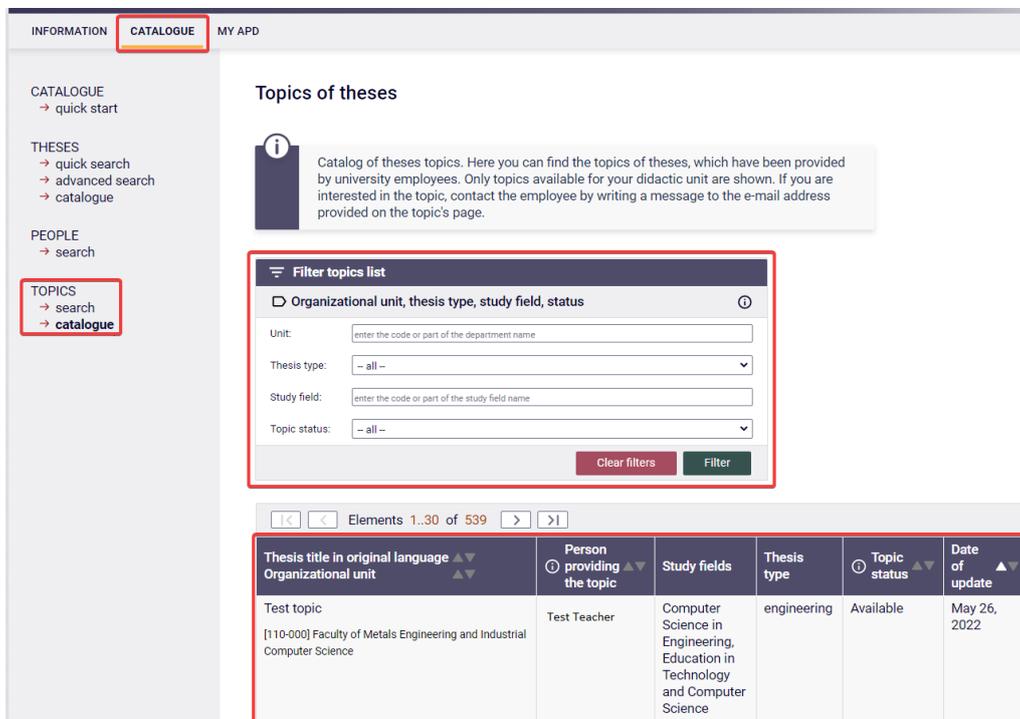


Figure 3

2.1. Statuses of the topics

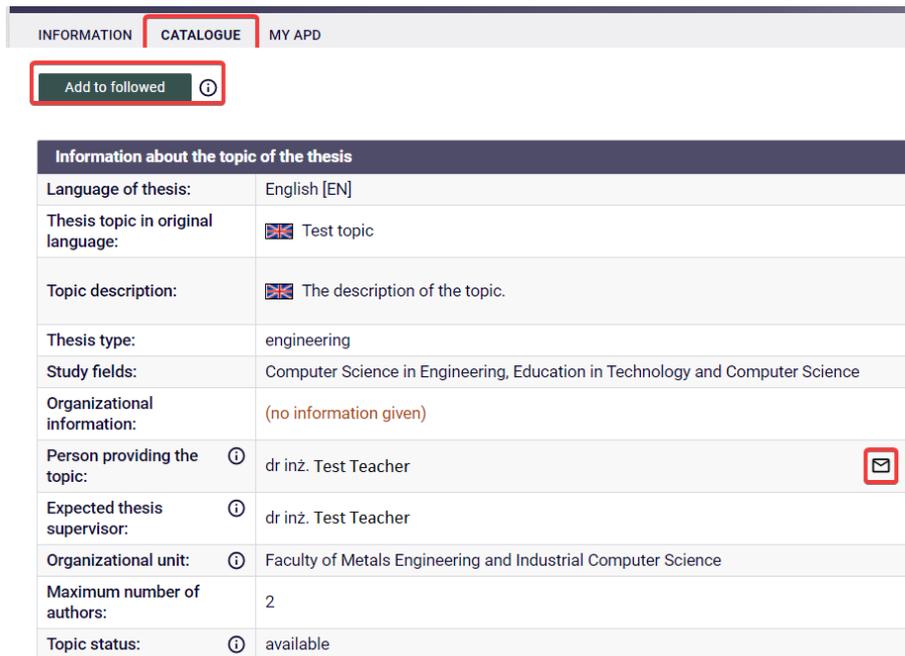
When choosing a topic, pay attention to the statuses of the displayed topics:

- *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. It 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).



The screenshot shows a navigation bar with 'INFORMATION', 'CATALOGUE', and 'MY APD' tabs. Below it is a button labeled 'Add to followed' with an information icon. The main content is a table titled 'Information about the topic of the thesis'.

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:	engineering
Study fields:	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).

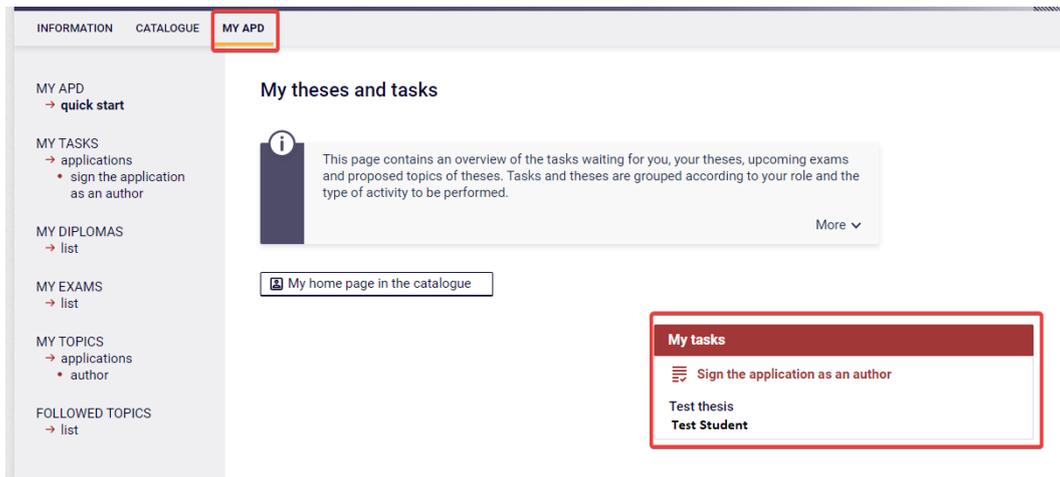


Figure 5

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).

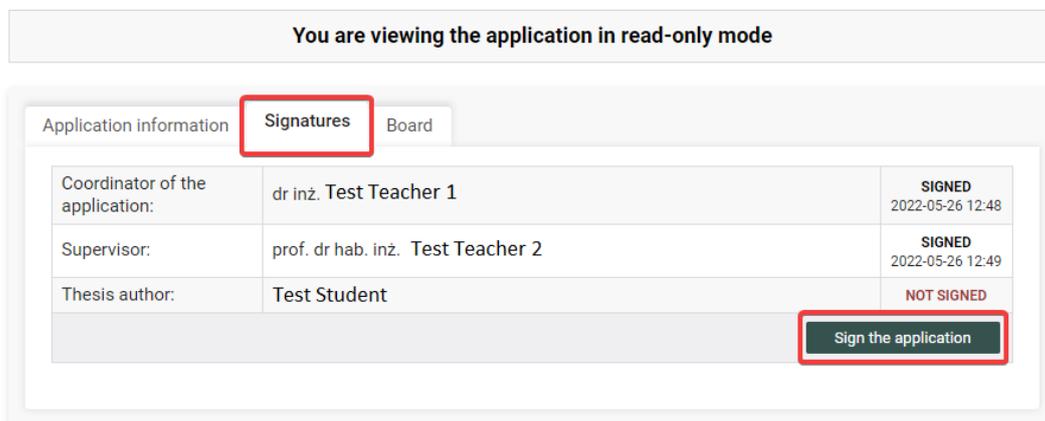


Figure 6

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).

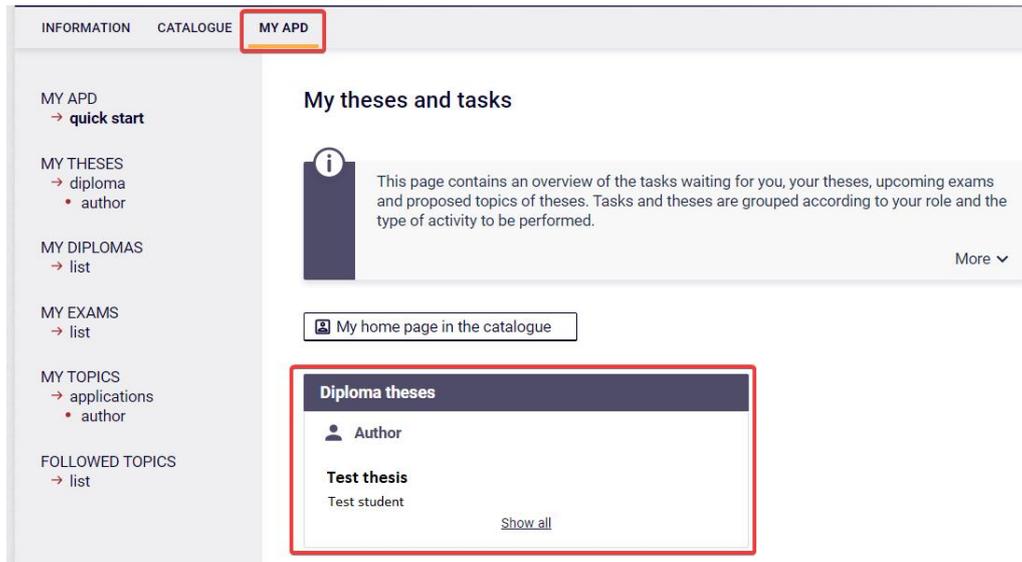


Figure 7

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.

Status

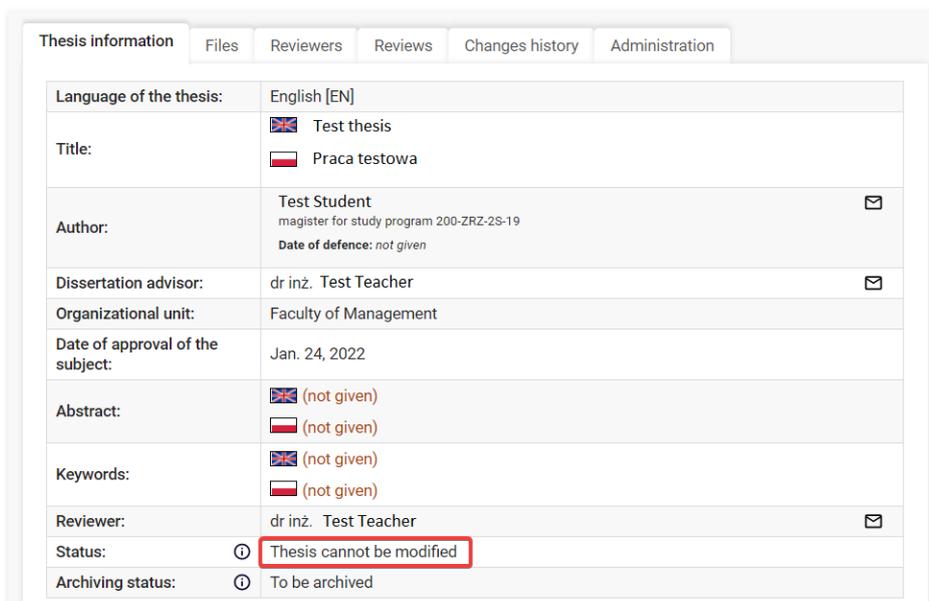
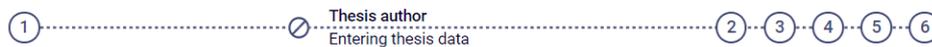


Figure 8

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).

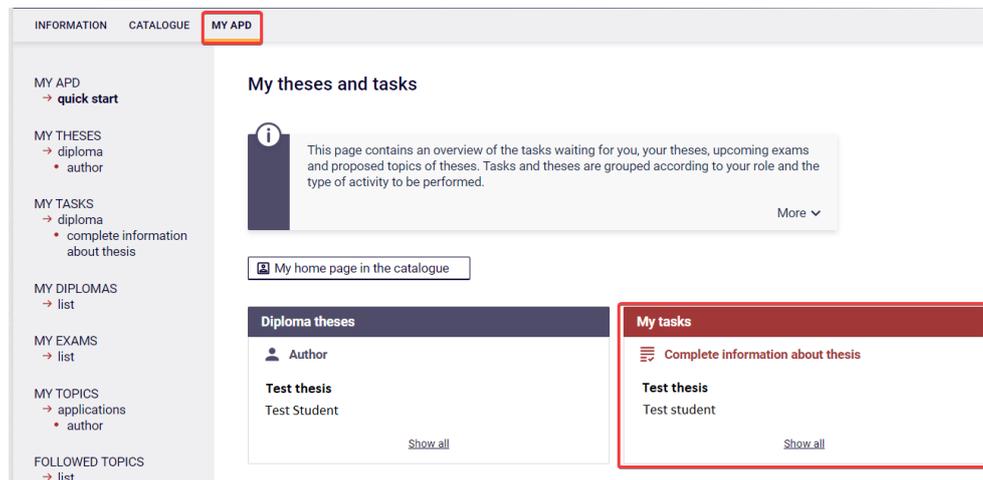


Figure 9

Detailed information about the registration of the diploma thesis/project process can be found in a separate manual: [ENGLISH: USOSweb and APD – Graduation process – User manual](#).

5. Helpdesk

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