



**APD – graduation process in the
USOS system**

**User manual for a supervisor and
a reviewer**



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APD (Archive of Diploma Theses) is a module which is used to conduct the graduation process in the USOS system. APD is accessible through USOSweb – after logging to a system, select News tab, as figure 1 below shows, then click Archive of Diploma Thesis in the left hand pane.

Note! Registration of the diploma theses by students is possible from 15th June 2021 4:30 p.m.

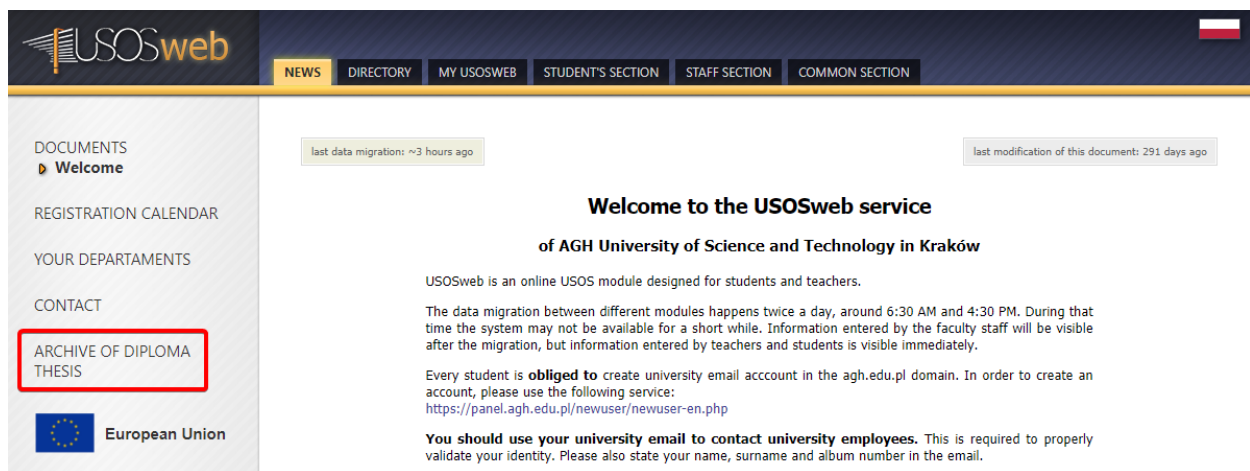


Figure 1. Access to APD through USOSweb

MY THESES tab contains theses assigned to the supervisor and also tasks appointed to the supervisor (or the reviewer) requiring some actions from them.

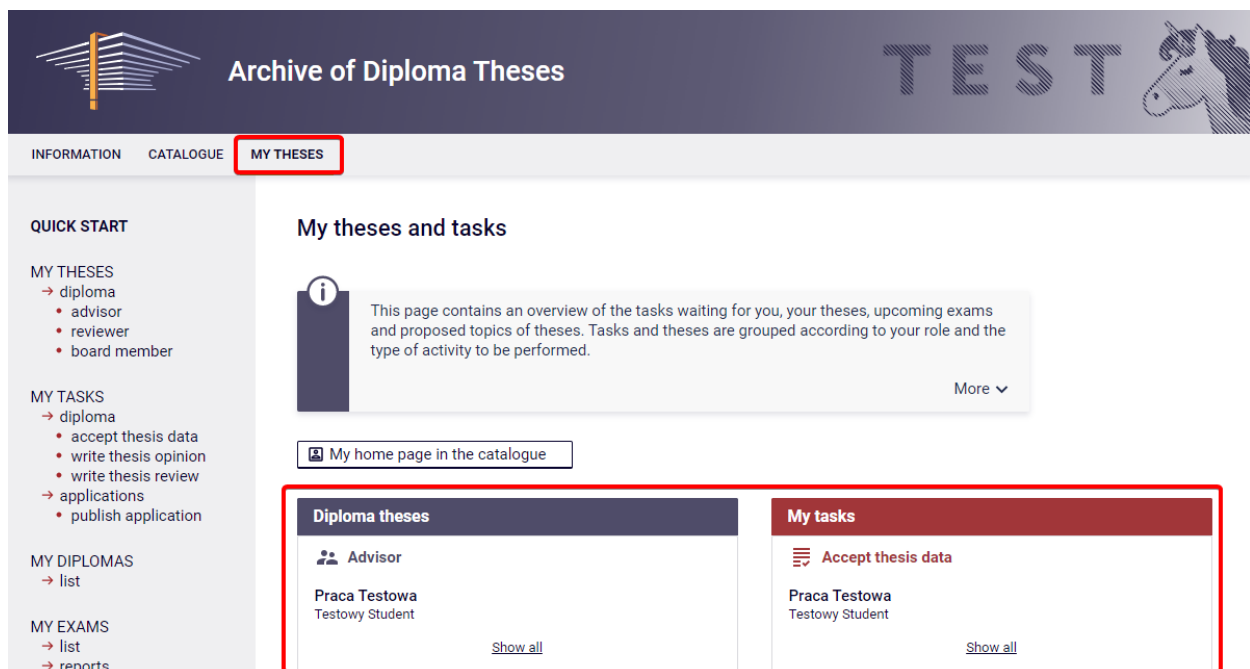


Figure 2. View on the assigned thesis and tasks to be completed



1. Approval of the diploma thesis by the supervisor

After the diploma thesis is chosen (exemplary title “Praca Testowa”) – by clicking on the thesis title in MY TASKS pane (fig. 2) – you will be moved to the thesis particulars page (multi-tab form as indicated in fig. 3), which are required to be approved.

At this stage of the process the supervisor has an access to three active tabs: Thesis information, Files and Anti-plagiarism.

← back to previous page

Status

1
2
3

...

Supervisor
Data acceptance

4
5
6

Forward to data correction
i

Forward to writing opinion
i

Thesis information

Files

Anti-plagiarism

Reviewers

Reviews

Defence

Changes history

Language of the thesis:	Polish [PL]
Title:	<div style="display: flex; gap: 5px;"> 🇵🇱 Praca Testowa 🇬🇧 Test work </div>
Author:	Testowy Student licencjat for study program 200-ZRZ-1S-19 ✉ Date of defence: not given
Dissertation advisor:	dr hab. Testowy Nauczyciel
Organizational unit:	Faculty of Management
Abstract:	<div style="display: flex; gap: 5px;"> 🇵🇱 streszczenie 🇬🇧 abstract </div>
Keywords:	<div style="display: flex; gap: 5px;"> 🇵🇱 słowa kluczowe 🇬🇧 key words </div>
Reviewers:	dr inż. Grzegorz Augustyn ✉ dr hab. Testowy Nauczyciel
Status:	i Supervisor should approve changes made by the author
Archiving status:	i Archived

Figure 3. View on the multi-tab form after choosing the thesis submitted for approval from MY TASK pane – thesis particulars

In the first step the supervisor is required to verify data contained in Thesis information tab:

- title of the thesis in Polish and English (in case the thesis is entirely in English, the title is given in English only),
- abstract in Polish,
- abstract in English,
- keywords in Polish,
- keywords in English.



Files tab allows to check the final version of thesis uploaded by a student with additional files (if required attachments to the thesis).

The Anti-plagiarism tab contains report provided by the JSA system (Uniform Anti-Plagiarism System). The thesis is sent to the JSA system automatically after it has been uploaded to APD system by a student. The supervisor is provided with the information on the status of thesis examination. Once the JSA system has generated an anti-plagiarism report, the supervisor is notified by email (fig. 4). After generating report and acquainting with its content, the report should be approved.

Note! Reports might be in a pending state occasionally for a quite some time. Click Examination management button and Check examination status afterwards.

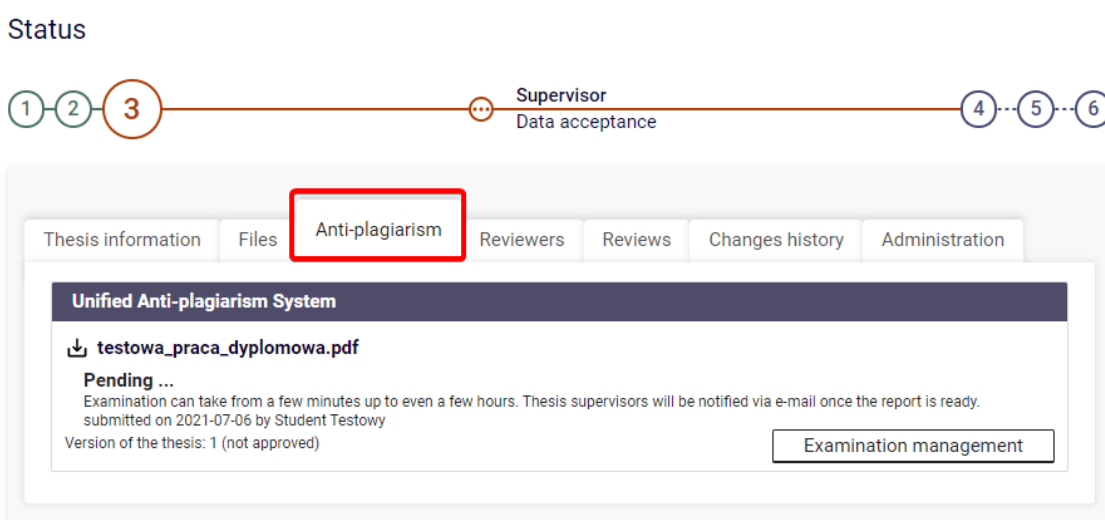


Figure 4. View on the Anti-plagiarism tab during thesis examination by the JSA system

If some of the diploma thesis elements described above needs to be revised by student, click Forward for data correction button (compare with fig. 3). Then you will be able to write a clarifying comment on what needs to be corrected. Click Change status afterwards (fig. 5).

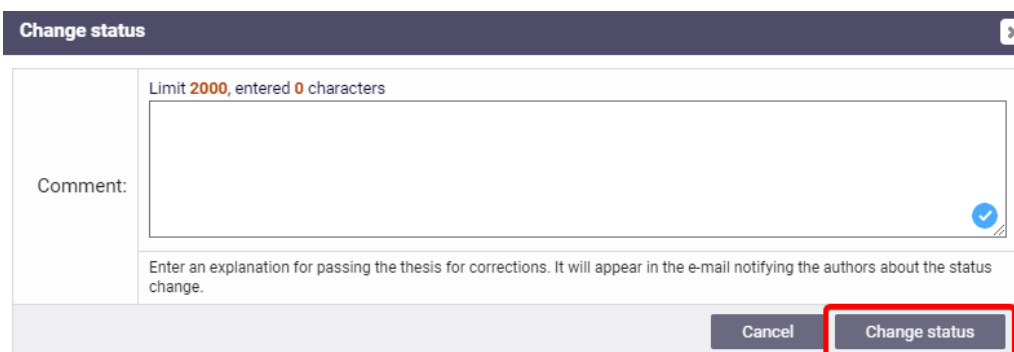


Figure 5. Passing for correction - information for a student



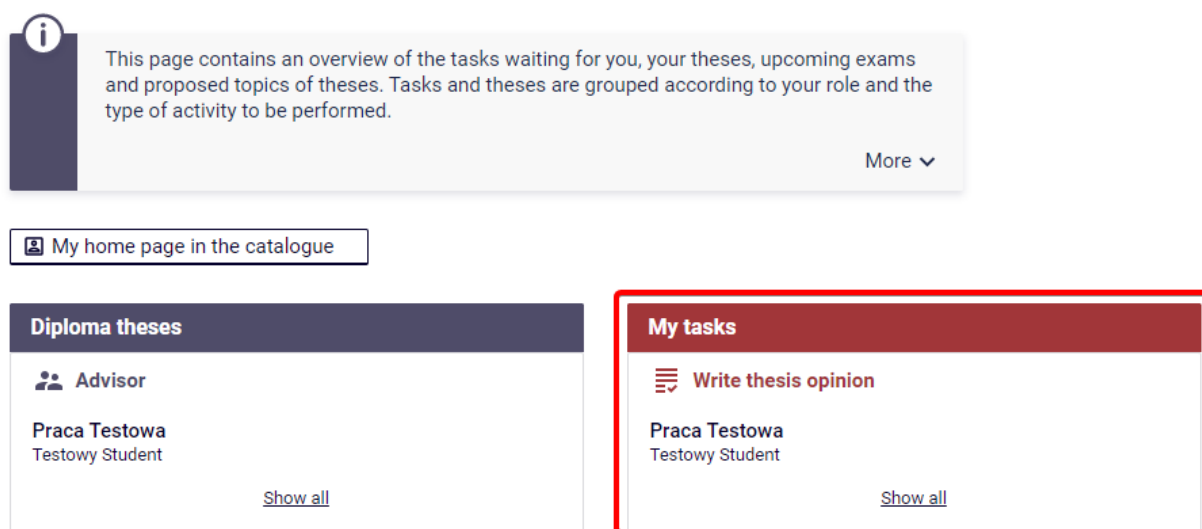
If all diploma thesis elements are correctly uploaded and attached, click Forward to writing opinion button (compare with fig. 3). The diploma thesis will now be sent to the reviewer. Please note that the supervisor has also reviewer role assigned by the system automatically.

Note! The rest of the tabs from thesis particulars form (e.g. Reviews, Defence) will be active at subsequent stages of the graduation process – after the reviewers or the date of the diploma examination are determined for instance (see fig. 3).

2. Reviewing the diploma thesis

After the diploma thesis is approved by its supervisor, Write thesis opinion task will be displayed for a person assigned as a diploma thesis reviewer (select MY THESES tab, then move to MY TASKS pane). After selecting the proper thesis (exemplar – “Praca Testowa”, which is shown in figure 6), Reviews tab will get active in a multi-tab form with thesis particulars (compare with fig. 3).


My theses and tasks



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. [More](#) ▾

[My home page in the catalogue](#)


Diploma theses

 **Advisor**

Praca Testowa
Testowy Student

[Show all](#)


My tasks

 **Write thesis opinion**

Praca Testowa
Testowy Student

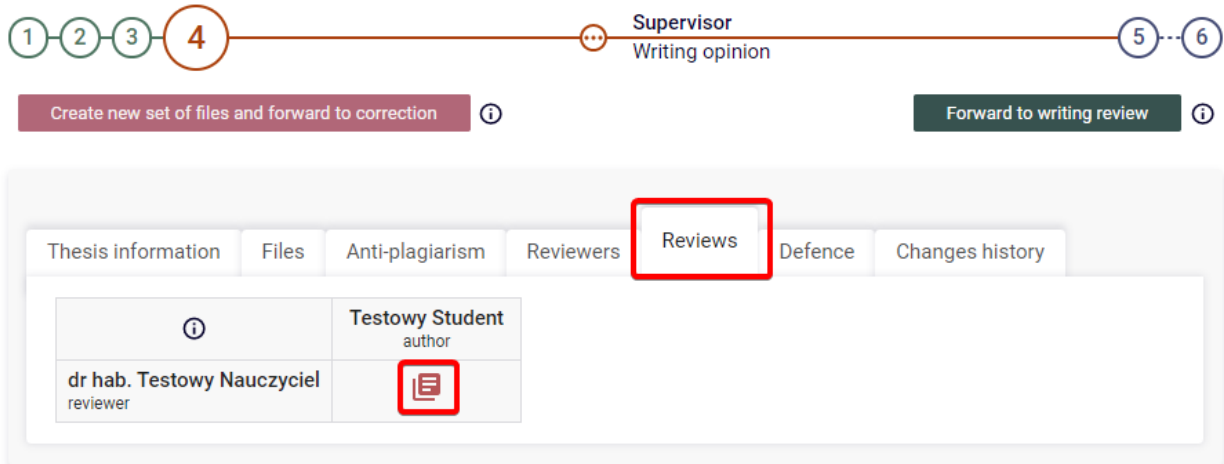
[Show all](#)

Figure 6. View on the task – Write thesis opinion in MY THESES tab – after the approval by the supervisor is given

In order to write thesis opinion, after you moved to Reviews tab,  icon should be clicked (fig. 7). The review form now will appear. The form is prepared according to the templates applicable at a particular AGH UST faculty. In order to answer the questions included in the form, click Edit the answers button (fig. 8).



Status



1 2 3 4 Supervisor Writing opinion 5 6

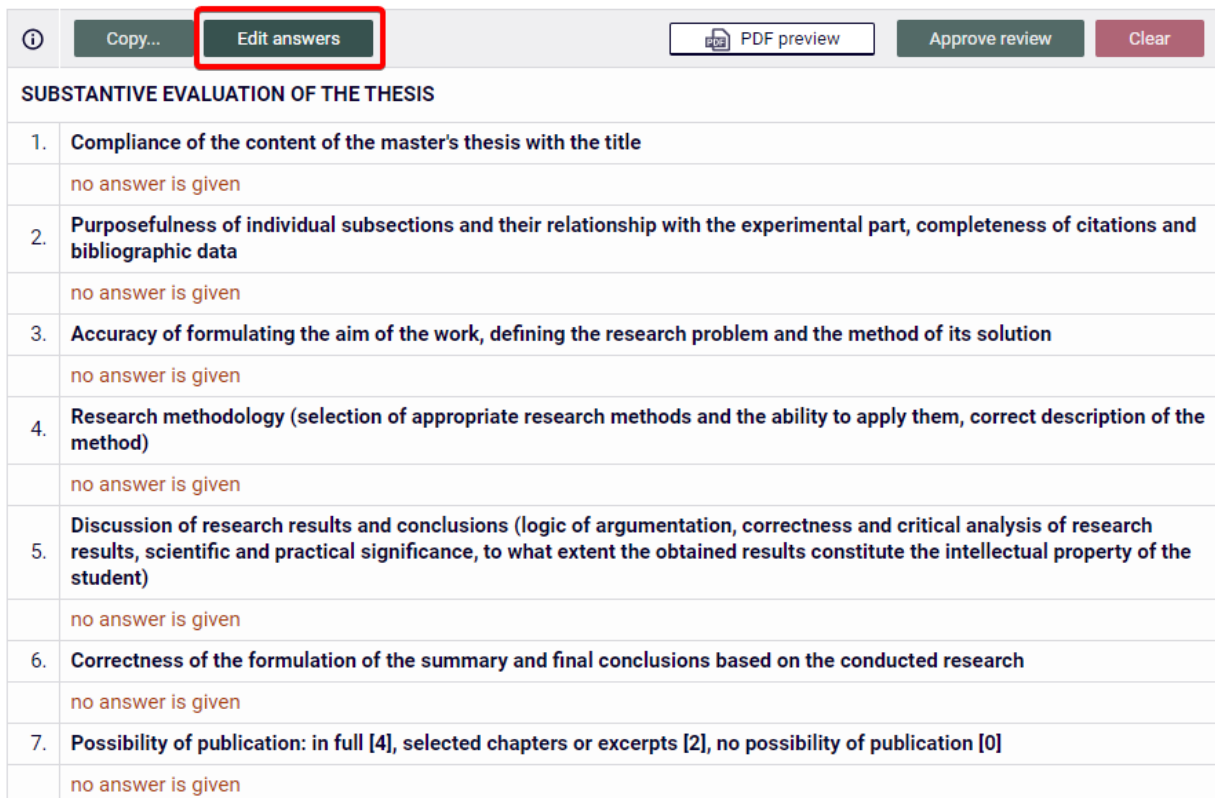
Create new set of files and forward to correction Forward to writing review

Thesis information Files Anti-plagiarism Reviewers **Reviews** Defence Changes history

Testowy Student author	
dr hab. Testowy Nauczyciel reviewer	

Figure 7. The diploma thesis reviews

Note! Reviews of the given diploma thesis are accessible in Reviews tab. The view of this tab is similar both for the supervisor and the reviewer. The supervisor is the first obliged to review the thesis, then the reviewer is obliged to do so.



Copy... **Edit answers** PDF preview Approve review Clear

SUBSTANTIVE EVALUATION OF THE THESIS

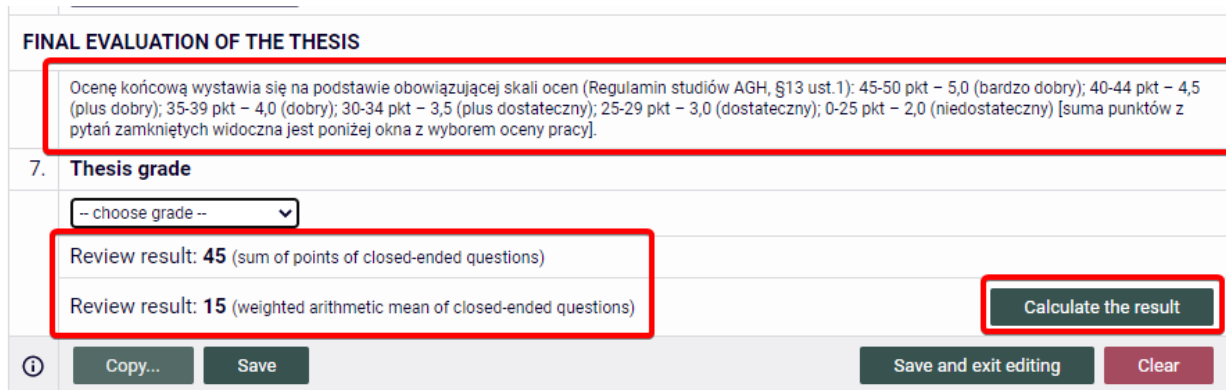
1.	Compliance of the content of the master's thesis with the title	no answer is given
2.	Purposefulness of individual subsections and their relationship with the experimental part, completeness of citations and bibliographic data	no answer is given
3.	Accuracy of formulating the aim of the work, defining the research problem and the method of its solution	no answer is given
4.	Research methodology (selection of appropriate research methods and the ability to apply them, correct description of the method)	no answer is given
5.	Discussion of research results and conclusions (logic of argumentation, correctness and critical analysis of research results, scientific and practical significance, to what extent the obtained results constitute the intellectual property of the student)	no answer is given
6.	Correctness of the formulation of the summary and final conclusions based on the conducted research	no answer is given
7.	Possibility of publication: in full [4], selected chapters or excerpts [2], no possibility of publication [0]	no answer is given

Figure 8. Typing the content to the exemplary review



Below the last item in the review form there are fields with the review results displayed (sum of points of closed-ended questions and weighted arithmetic mean of closed-ended questions). These values should be taken into account only if appropriate endorsement appears at the end of the review – below FINAL EVALUATION OF THESIS (its content might be a bit different from the one presented in fig. 9). In case of weighted average grade, its value will be calculated after clicking Calculate the result button.

If there is no information on that the sum of the points or weighted average grade should be taken into account when grading the thesis, those values mentioned above should be disregarded.



FINAL EVALUATION OF THE THESIS

Ocenę końcową wystawia się na podstawie obowiązującej skali ocen (Regulamin studiów AGH, §13 ust.1): 45-50 pkt – 5,0 (bardzo dobry); 40-44 pkt – 4,5 (plus dobry); 35-39 pkt – 4,0 (dobry); 30-34 pkt – 3,5 (plus dostateczny); 25-29 pkt – 3,0 (dostateczny); 0-25 pkt – 2,0 (niedostateczny) [suma punktów z pytań zamkniętych widoczna jest poniżej okna z wyborem oceny pracy].

7. **Thesis grade**

-- choose grade --

Review result: **45** (sum of points of closed-ended questions)

Review result: **15** (weighted arithmetic mean of closed-ended questions)

Calculate the result

Copy... Save Save and exit editing Clear

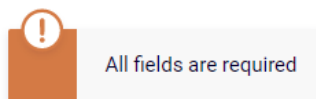
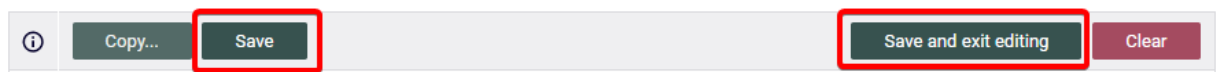
Figure 9. Results of the review and the thesis grade

After the answers to all questions and the diploma thesis grade are given, click the button Save or Save and exit editing.

By clicking Save – you will still have the access to the open window with the editable answers.

By clicking Save and exit editing – you will have the form with the answers closed and return to the previous page. Both options allow you to edit the review. At any moment you can create a pdf preview file (PDF preview button – see fig. 8).

Content of the review

Copy... Save Save and exit editing Clear

Figure 10. Saving the thesis review



Once the review is completed, click Approve review button.

i	Copy...	Edit answers	PDF preview	Approve review	Clear
SUBSTANTIVE EVALUATION OF THE THESIS					
1.	Compliance of the content of the master's thesis with the title				
	3 punkty [3]				
2.	Purposefulness of individual subsections and their relationship with the experimental part, completeness of citations and bibliographic data				
	5 punktów [5]				
3.	Accuracy of formulating the aim of the work, defining the research problem and the method of its solution				
	5 punktów [5]				
4.	Research methodology (selection of appropriate research methods and the ability to apply them, correct description of the method)				
	3 punkty [3]				
5.	Discussion of research results and conclusions (logic of argumentation, correctness and critical analysis of research results, scientific and practical significance, to what extent the obtained results constitute the intellectual property of the student)				
	8 punktów [8]				
6.	Correctness of the formulation of the summary and final conclusions based on the conducted research				
	5 punktów [5]				
7.	Possibility of publication: in full [4], selected chapters or excerpts [2], no possibility of publication [0]				
	4 punkty [4]				

Figure 11. Approval of the review

After the reviews by the supervisor and the reviewer are issued and approved, the diploma thesis turn into “The thesis is ready for defence” status, which ends the whole registration of the diploma thesis process. Such status can also be set through clicking Thesis ready to defence – end thesis service process button (fig. 12).

According to the provisions applicable at the AGH UST, the date when the diploma thesis obtains „The thesis is ready for defence” status is considered the date of registration of the diploma thesis.



Praca Testowa Bachelor thesis

← back to previous page

Status

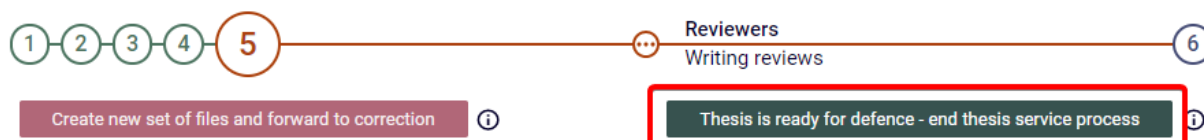
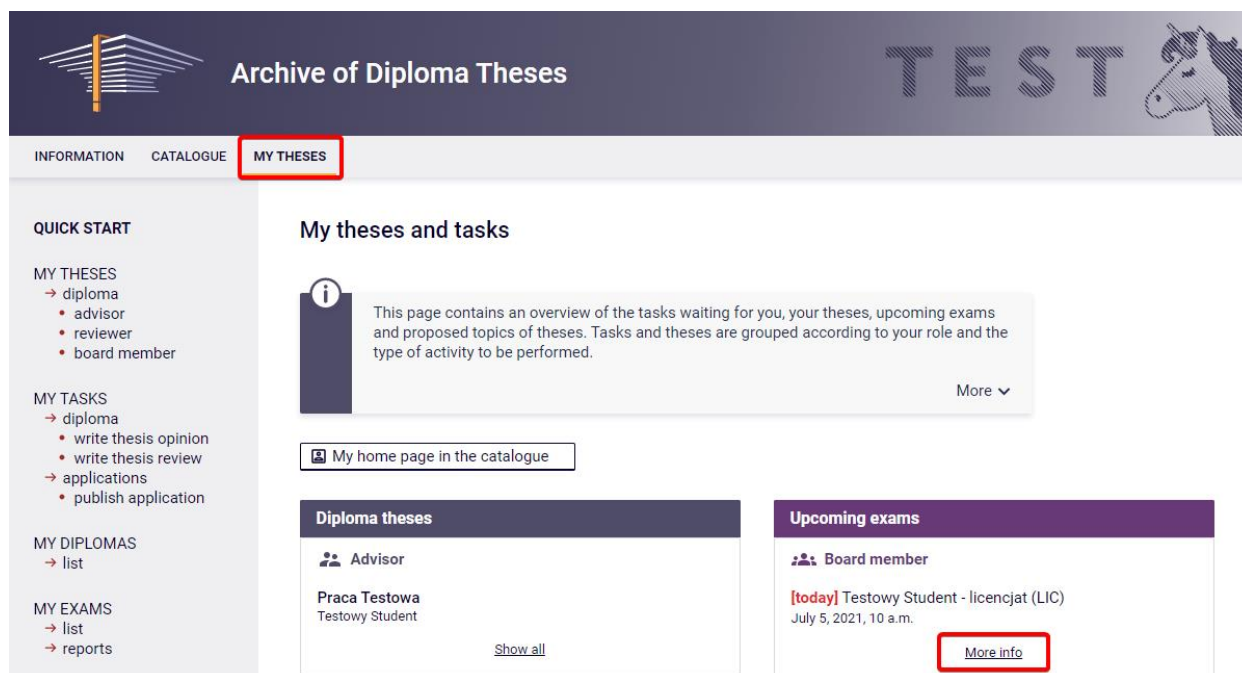


Figure 12. Ending the registration of the diploma thesis process by the supervisor

3. Signing the diploma exam report

Note! Detailed information on the report operation by the chairman of the diploma commission is included in a separate instruction.

Once the diploma exam has been finished, all members of the diploma commission are obliged to sign the report from the defence of the diploma thesis. In order to do so, select MY THESESES – the next task to be completed will be displayed in a pane Upcoming exams. After clicking More info by a proper exam, you will be able to sign the report (fig. 13).



Archive of Diploma Theses

INFORMATION CATALOGUE **MY THESESES**

QUICK START

MY THESESES
→ diploma
• advisor
• reviewer
• board member

MY TASKS
→ diploma
• write thesis opinion
• write thesis review
→ applications
• publish application

MY DIPLOMAS
→ list

MY EXAMS
→ list
→ reports

My theses and tasks

This page contains an overview of the tasks waiting for you, your theses, upcoming exams and proposed topics of these. Tasks and theses are grouped according to your role and the type of activity to be performed. More ▾

My home page in the catalogue

Diploma theses

Advisor

Praca Testowa
Testowy Student

Show all

Upcoming exams

Board member

[today] Testowy Student - licencjat (LIC)
July 5, 2021, 10 a.m.

More info

Figure 13. View on the tasks related to the signing the diploma examination protocol

After clicking More info, the window with exam data will appear. Then choose Go to exam report. (fig. 14).



After that there will be form with information on the defence of the diploma thesis displayed (including e.g. result, grades). The exam report as PDF file can also be created. (fig. 15).

It is visible e.g. who has already signed the examination report – the whole process is initiated by a chairman of the diploma commission, then the rest of commission members are obliged to sign it – by clicking Sign the report button. Once all members of the diploma commission have signed the exam report, the whole process of the conducting the diploma exam is considered finished.

Diploma exams

Testowy Student	
Author:	Testowy Student
Thesis:	Praca Testowa
Diploma type:	licencjat (LIC)
Defence board:	dr hab. Testowy Nauczyciel - Przewodniczący Komisji (no signature)
Board role:	Przewodniczący Komisji
Date of defence:	July 5, 2021, 10 a.m. (today)
Exam report:	Go to exam report (waiting for signatures)

Figure 14. Information on the exam and the exam report waiting for signatures

[Download the report as PDF](#)

Status	
The report is waiting for your signature. You can sign the protocol now.	
The exam has finished with a positive result.	
ⓘ	The report is approved, but not signed by all board members. Date of defence: 2021-07-05 10:00

Questions	
1.	Content: Question one Grade: good
2.	Content: Question two Grade: very good

Grades	Grade	Numeral value	Weight	Weighted value
Study average:	–	not given	0.6	not given
Thesis grade:	Good Plus	4.5	0.2	0.9
Exam grade:	Very Good	5	0.2	1.0

The overall studies result:	4.3
Grade on the diploma:	good plus
Exam result:	POSITIVE

Notes: not given

Signatures		
Przewodniczący Komisji	dr hab. Testowy Nauczyciel	SIGNED 2021-07-05 10:49
Recenzent	dr inż. Drugi Nauczyciel	NOT SIGNED
Sign the report		

Figure 15. Signing the exam report by the member of the diploma commission (supervisor, reviewer, examiner)



In order to sign the report you can log to APD module using also your mobile or tablet with network access and web browser.

In case of technical problems, questions or queries, please contact us by email (pomoc-usos@agh.edu.pl) or call us:

- technical problems: tel. + 48 12 617 23 28 – Joanna Hoły, Andrzej Kowalski
- content-related problems: tel. +48 12 617 53 42 – Anna Pietrzyk, Renata Szymczak