



USOSweb and APD – graduation process

User manual for a student

update: 27 April 2023



Table of Contents:

1.	Introduction.....	3
2.	Step 1 – completing information about thesis.....	4
3.	Step 2 – adding thesis files and attachments.....	7
4.	Step 3 – handing over the thesis for approval by the supervisor	10
5.	Return of the thesis by the supervisor	11
6.	USOSweb – completing remaining data required for the graduation process	12
7.	Online clearance slips.....	16
8.	IT Help.....	17

1. Introduction

Graduation process is conducted in the USOS system for every student defending their thesis from June 2021, regardless of the IT system where a course of study is recorded.

For conducting the graduation process in the USOSweb service (USOSweb), **Archive of diploma thesis (APD)** module is used.

After logging in to USOSweb, click the **NEWS** tab and select **Archive of diploma thesis** from the left hand pane (Figure 1). You can also use direct link: <https://apd.usos.agh.edu.pl/>.

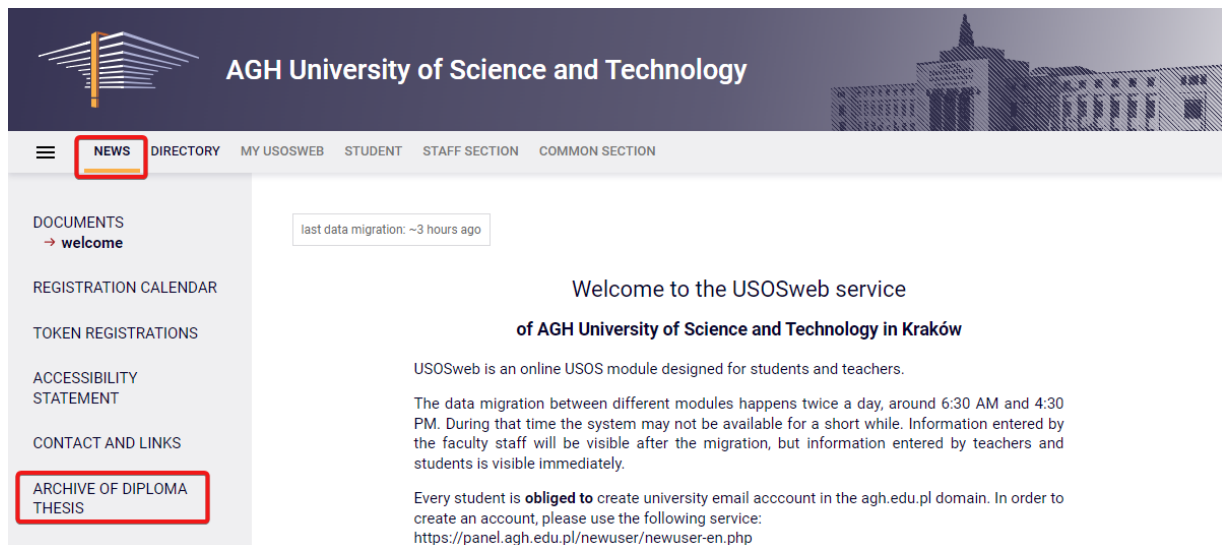


Figure 1. Access to APD through USOSweb

The registration process of the thesis is carried out in the **MY APD** tab, which contains theses assigned to a student and tasks to be completed (Figure 2).

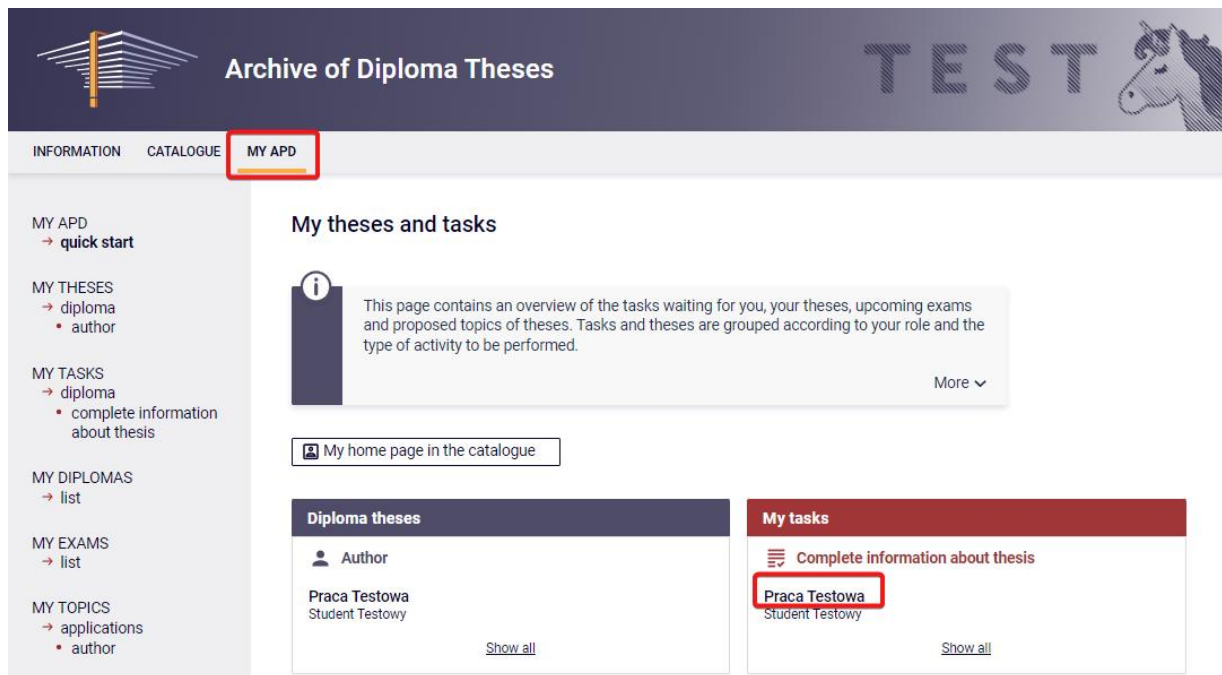


Figure 2. MY APD tab

Figure 2 shows the view of the **MY APD** tab – in **My tasks** pane there is displayed the task: “Complete information about thesis” called “Praca testowa”. After clicking on the active link with the title of the thesis, you can start completing required information.

2. Step 1 – completing information about thesis

Note: *Completing information about the thesis is possible only when the thesis has the following status: ‘For modification (student is required to enter the abstract in the APD module)’. Rules for changing this status are defined by the Faculty.*

The link with the thesis title redirects to the page, which contains several tabs (Figure 3). In the first tab – **Thesis information** – complete information about the thesis.



Praca Testowa
Bachelor thesis

[← back to previous page](#)

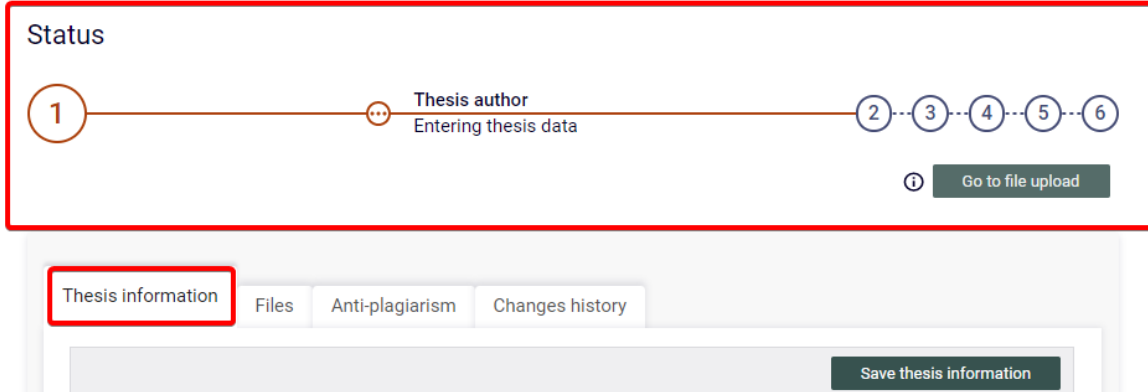


Figure 3. Step 1 – completing information about the thesis

Completing information about the thesis (Figure 4) consists of:

(1) Verification of the data inserted by the Dean’s office for student affairs

The title of the thesis, its language and the full names of the supervisor and reviewers are uploaded automatically to the APD module according to the data inserted into the USOS system by the Dean’s office for student affairs.

Note: If the above-mentioned data is not correct, report it to the Dean’s office for student affairs before beginning the registration process of the thesis.

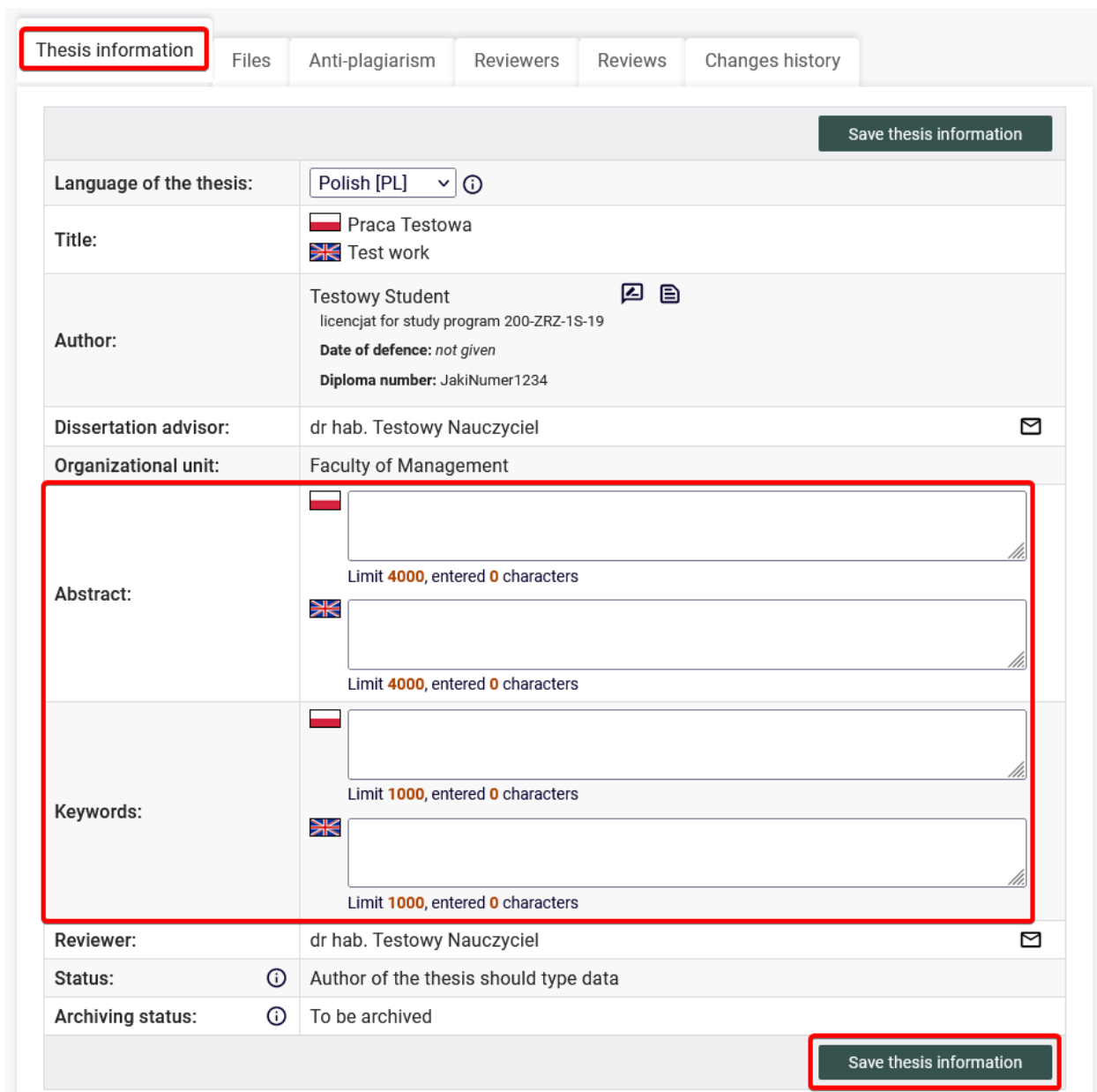
Note: Do not modify the language of the thesis because it will result in deleting some data and may stop the registration process of the thesis. Such discrepancy has to be reported to the Dean’s office for student affairs.

In the **Author** row, besides student’s data, the date of the defence is displayed, if this date has been set and inserted into the USOS system by the Dean’s office for student affairs.



(2) Completing abstracts and keywords

- Abstracts and keywords has to be filled in the language of the thesis (usually in Polish) and in English – this data is required and the system will not allow you to continue,
- Separate keywords with a comma,
- If the thesis has several authors, one of the authors completes abstracts and keywords (it doesn't matter who).



The screenshot shows the 'Thesis information' tab in the USOSweb interface. The 'Abstract' section is highlighted with a red box and contains two text input fields: one for Polish (Limit 4000, entered 0 characters) and one for English (Limit 4000, entered 0 characters). The 'Keywords' section is also highlighted with a red box and contains two text input fields: one for Polish (Limit 1000, entered 0 characters) and one for English (Limit 1000, entered 0 characters). The 'Save thesis information' button is highlighted with a red box at the bottom right.

Figure 4. Step 1 – completing abstracts, keywords and saving thesis information

After completing all required information, click the **Save thesis information** button.

On the same page, below, the declaration on authorship is located. Acquaint yourself with its content and approve it by clicking the **Approve** button (Figure 5). After submitting the declaration, its status will change from “Not approved” to “Approved”.



I hereby declare that:

- warned of the criminal liability as set forth in Article 115 section 1 and 2 of the Act of 4th February 1994 on copyright and related rights (uniform text Polish Journal of Law [Dziennik Ustaw] from 2019 item 1231 as amended); „Who appropriates the authorship or misleads as to the authorship of the entirety or part of somebody else's work or artistic work shall be subject to a fine, restriction of freedom penalty or of imprisonment up to 3 years. The same penalty shall be imposed on one who distributes (without acknowledging the author by their name or pseudonym) someone else's work in the original version or in an adapted form, the artistic work or who publicly alters such work, artistic work, sound record, videogram or transmission”, and also warned of the disciplinary responsibility as set forth in Article 307 section 1 of the Act of 20th July 2018 - Law on higher education and science (uniform text Polish Journal of Law [Dziennik Ustaw] from 2021 item 478 as amended), hereinafter referred to as the Act, „A student shall be subject to disciplinary responsibility for the infringement of university regulations or for acts detrimental to a student's dignity.” I created this final diploma thesis by myself and independently and I have not used sources other than the ones acknowledged in the final diploma thesis;
- the final diploma thesis is a result of my work and does not infringe the copyright of other people;
- this final diploma thesis does not contain information subject to protection as set forth in the regulation on the protection of classified information

At the same time the University informs that:

- pursuant to Article 15a of the above mentioned act on copyright and related rights the university has the priority right to publish the student's final diploma thesis. If the university has not published the final diploma thesis within 6 months of the final diploma examination, the author is allowed to publish it unless the final diploma thesis is a part of collective work. Furthermore, the university as an entity referred to in Article 7 section 1 item 1 of the Act is allowed to use (without remuneration and without attaining the author's consent) the work created by the student resulting from fulfilling the duties connected with his studies, as well as to make the work available to the minister in charge of higher education and science, and to make use of works located in databases kept by the minister in order to verify the thesis with the usage of Jednolity System Antyplagiatowy [the Uniform Anti-plagiarism System]. The minister in charge of higher education and science is allowed to make use of final diploma theses located in databases kept by him to the extent necessary to ensure the correct maintenance and development of these databases and IT systems working with them;
- pursuant to Article 342 section 3 item 5 of the Act the minister in charge of higher education and science maintains a database called the repository of written final diploma theses. In the repository, information listed in Article 347 section 1 of the Act is stored. Furthermore, pursuant to Article 347 sections 2-5 of the Act the above mentioned data is entered into Zintegrowany System Informacji o Szkolnictwie Wyższym i Nauce POL-on [the Integrated Information System on/governing Higher Education and Science POL-on] by rectors. The access to the data is available to the final diploma thesis supervisor, PKA [Polish Accreditation Committee] and the minister to the extent necessary to ensure the correct maintenance and development of the repository and IT systems working with this repository.

Approve

Author statement: Testowy Student NOT APPROVED

Figure 5. Approving declaration

3. Step 2 – adding thesis files and attachments

After saving the thesis data and approving the declaration, go to the thesis files adding. To do so, click the **Go to file upload** button (Figure 6).

Praca Testowa
Bachelor thesis

Status



Figure 6. Moving to the next step of thesis registration – adding files

Before transiting to adding files, the message prompting you to save the data that has been entered is displayed.

Thesis status will change from 'Entering thesis data' to 'Uploading files'. After this step you can still go back to editing the data and correct entered information.

Make sure the data has been saved (click the 'Save thesis information' button).

Are you sure you want to continue?

OK Anuluj

After approving the above message, go to the **Files** tab. Click the **Add files** button to open the window where it is possible to upload the thesis file and the other required attachments, if they are integral parts of the thesis (Figure 7).

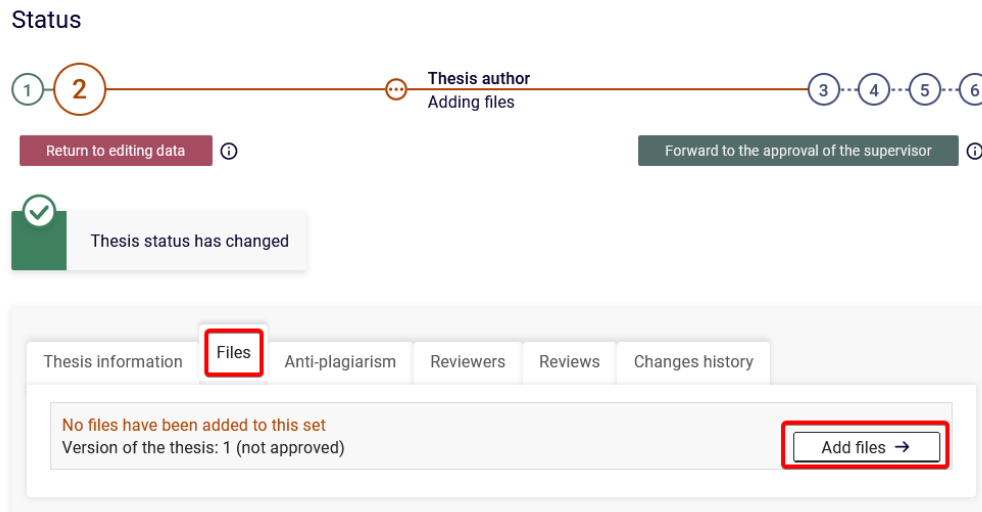


Figure 7. Moving to the file upload window

In the file upload window, create a set of files to be uploaded:

- Select the file type: “Thesis”, then click “Browse” and select the file with the thesis in a pdf format. Maximum size of the thesis file is 20 MB. It is possible to add description of the thesis file, but it is not necessary. Then add the thesis to the set using the **Add to the set** button (Figure 8).
- If some attachment is an integral part of the thesis, add it in a similar way as the thesis file, but select the file type: “Others”. The allowed file extensions are: pdf., zip., tgz., and the maximum file size is 50 MB,
- In case of theses that have several authors, files are added by only one of the authors (it doesn’t matter who).
- In case of theses written in foreign languages, a language can be selected, but it is not required,
- The **Add URL** tab can be used to provide a link to an element which is a part of the thesis (website etc.)

Note: Do not upload declarations (especially from out-of-date Rector’s Orders). Likewise, do not place any declarations in the thesis text, because it may affect a report from the anti-plagiarism system.

No	Set elements	Approved
1	no files in the set	NO

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

Kind: Thesis

Maximum amount in a set: 1
Maximum file size: 20.0 MB
Legal extensions: .pdf

File: Przełóżaj... 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 to the set

Figure 8. Adding thesis files

After adding files, they will be visible in the **Set elements** table (Figure 9). In case of a mistake, it is possible to edit the file metadata using the **Edit** button. However, if the thesis file is incorrect, it can be deleted using the **Delete** button and then a new correct file has to be uploaded.

After adding files, return to the thesis page by clicking the **Back to thesis** button.

Files attached to the thesis

Praca Testowa



List of sets

i

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](#) ▾

No	Set elements	Approved
1	<p>📄 Testowa-praca-dyplomowa.pdf (no description given)</p> <p><small>kind: Thesis size: 397.0 KB language: Polish [PL] submitted on 2021-06-23 13:48 by Testowy Student</small> Edit Delete Link for single use</p>	NO

Figure 9. Information on files added to the set

4. Step 3 – handing over the thesis for approval by the supervisor

The last step of the thesis registration in the APD module is handing over the thesis for verification to the supervisor, which can be done by clicking the **Forward to the approval of the supervisor** button (Figure 10).

The supervisor receives a notification about submitting the thesis for approving and reviewing. After this operation, no further editing of the thesis and modification of the file set will be possible, unless the supervisor returns the thesis for correction (*See Step 5 - Return of the thesis by the supervisor*). A prompt message informing about it will be displayed when you hover over the ‘i’ icon.

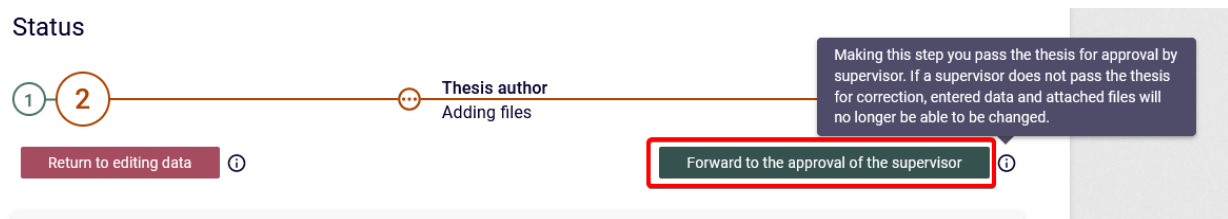


Figure 10. Submitting the thesis for approval

It is possible to get familiar with the reviews issued by the supervisor and the reviewer in the **Reviews** tab (Figure 11).

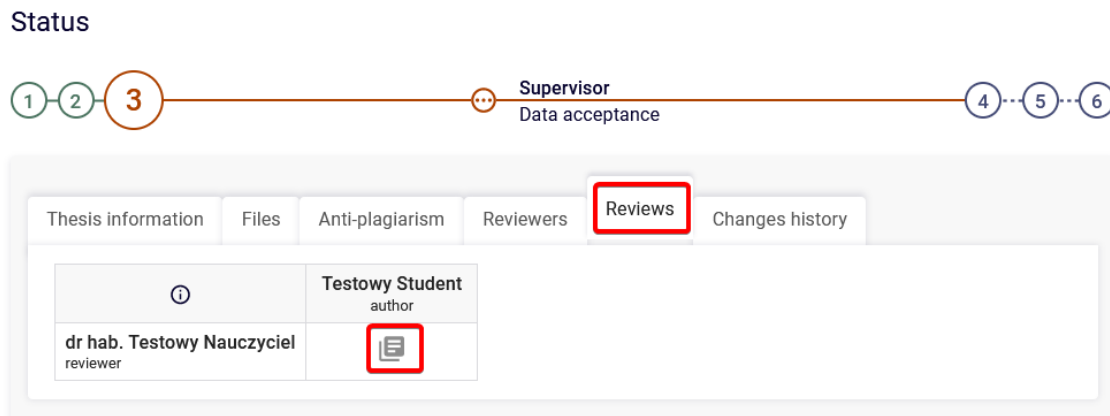


Figure 11. Getting familiar with the issued reviews

Grey background of the field with the reviewer’s full name means that the review has not been approved yet and green background – the review is available. The grade of the diploma thesis is displayed in the Reviews tab. When both reviews are approved, the status of the thesis will change to “Thesis is ready for defence”.

In accordance with the legally binding provisions at AGH UST, the date of obtaining the status: “Thesis is ready for defence” is considered as the date of submission.

Note: After forwarding the thesis to the supervisor, return to USOSweb in order to complete all tasks related to the thesis defence (See Step 6 and 7).



5. Return of the thesis by the supervisor

A student will be informed by email, if a supervisor selects an option in the system that a thesis submitted for approval has to be corrected (information on thesis or uploaded files). The email will contain supervisor comments and the reason for rejecting the work.

To make the required correction, logging to APD is necessary.

The work will be in the status: "Author of the thesis should type data". In this step, student can edit the work metadata. To edit the file, it is necessary to re-approve the statement of self-writing the work (available in the **Thesis information** tab, at the bottom of the page). Otherwise, the **Go to file upload** button will be grayed out (Fig. 12).

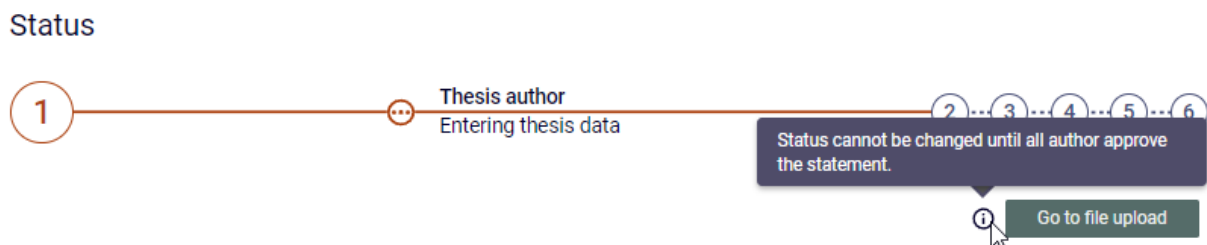


Fig. 12. Work status after return by the supervisor

If the file needs improvement, go to the **Files** tab and click the **Edit files** button, which will display current set elements. After making changes to the work, remove the previous version from the set by clicking the **Delete** button, and then re-upload the correct version of the work using the **Select file** option (Fig. 13). If you have more than one item in the set, such as a work and an attachment, you only need to update the file that needs to be corrected. New file must be accepted by using **Add to the set** button.

After correcting the file(s) return to work using **the return to work** button. The new version of the work should be resubmitted for approval by the supervisor by clicking **Forward to the approval of the supervisor**.

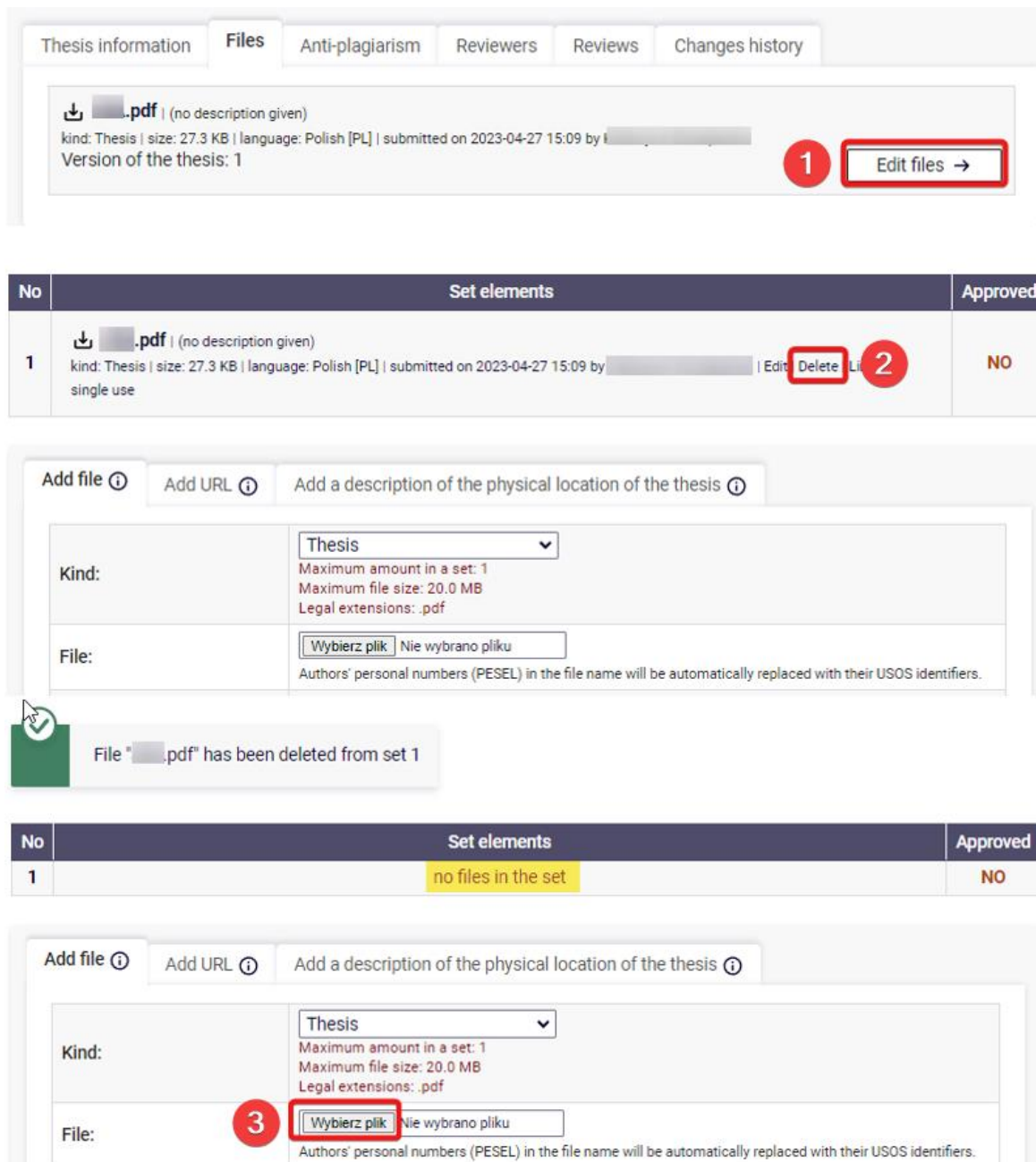
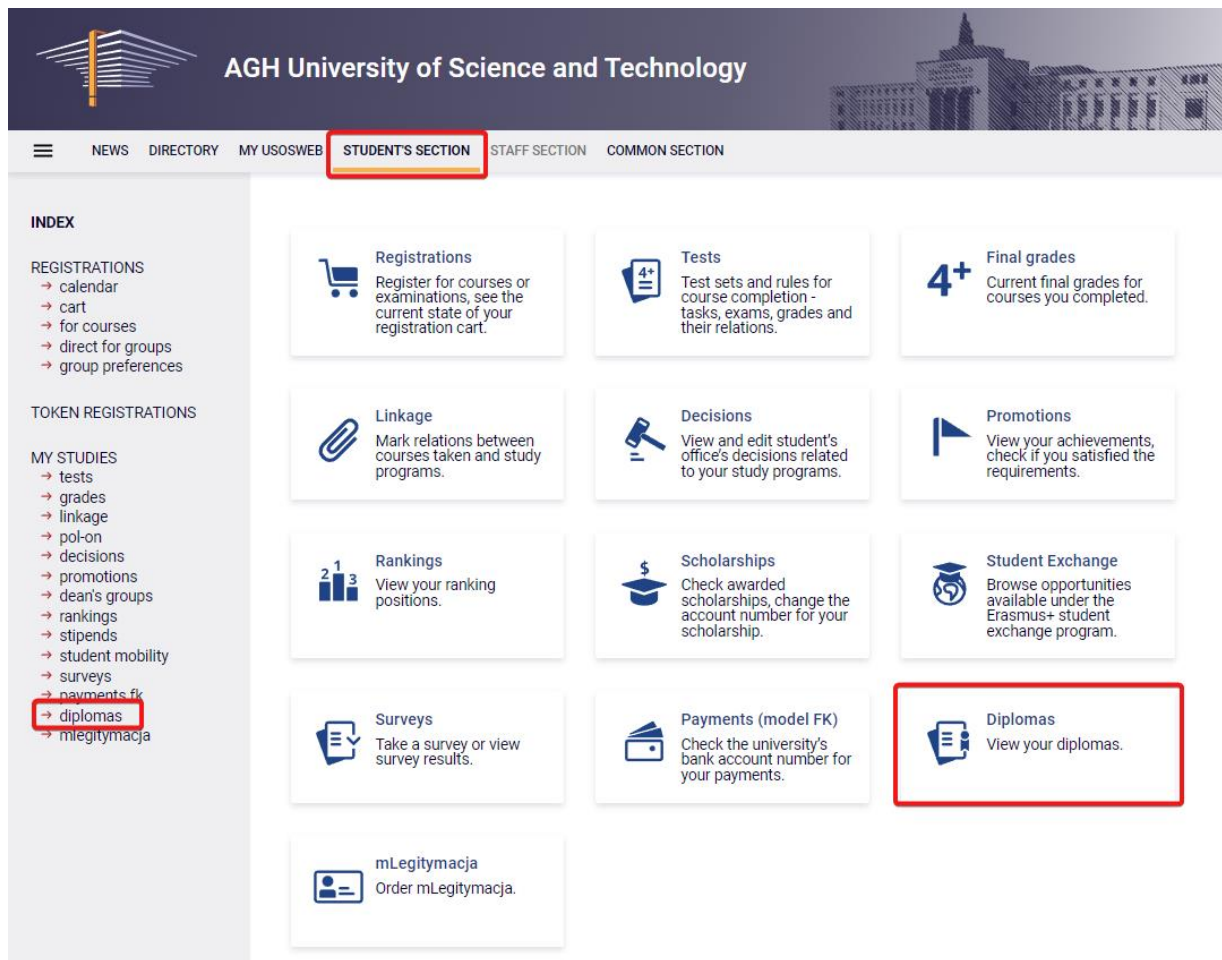


Fig. 13. Removing a file from the set and adding a new file

6. USOSweb – completing remaining data required for the graduation process

After adding the thesis and handing it over for approval, log in to the USOSweb system, select the **STUDENT'S SECTION** tab and then **diplomas** from the left hand pane (Figure 14).

The screenshot shows the 'STUDENT'S SECTION' of the USOSweb interface. The navigation menu includes NEWS, DIRECTORY, MY USOSWEB, **STUDENT'S SECTION**, STAFF SECTION, and COMMON SECTION. The left sidebar lists various options under INDEX, with 'diplomas' highlighted in red. The main content area features several service tiles, with the 'Diplomas' tile (containing a document icon and the text 'View your diplomas.') highlighted in red.

Figure 124. Diplomas pane in USOSweb

When you select the **Diplomas** pane, information concerning your studies and thesis is displayed (Certificate and Thesis sections), there are, among others: the overall result of studies with its components and the **Date of issue of the diploma**.

Below **Statement** section has to be completed – declare if the thesis contains legally protected secret information (Figure 15).

Legally protected thesis - it is a thesis containing information about the company or its product, which the company does not want to be publicly available. People who have access to the thesis (e.g. supervisor, reviewer, defence board members) undertake to keep secret the information contained in the thesis. Contact the dean's office to learn more about the procedures.

☰
NEWS DIRECTORY MY USOSWEB **STUDENT'S SECTION** STAFF SECTION COMMON SECTION

INDEX

REGISTRATIONS

- calendar
- cart
- for courses
- direct for groups
- group preferences

TOKEN REGISTRATIONS

MY STUDIES

- tests
- grades
- linkage
- pol-on
- decisions
- promotions
- dean's groups
- applications
- rankings
- stipends
- student mobility
- surveys
- payments fk
- **diplomas**
- miegitymacja

Your diplomas

! Remember that the diploma order placed below is final and cannot be changed.

i Legally protected thesis - it is a thesis containing information about the company or its product, which the company does not want to be publicly available. People who have access to the thesis (e.g. supervisor, reviewer, defence board members) undertake to keep secret the information contained in the thesis. Contact the dean's office to learn more about the procedures.

(in Polish) inżynier (INZ)	
Certificate	
Diploma number:	not available
Diploma type:	(in Polish) inżynier (INZ)
Organizational unit:	Faculty of Civil Engineering and Resource Management
Program:	(in Polish) Budownictwo, pierwszego stopnia, stacjonarne (100-BUD-1S-19)
Date of issue:	not available
Grade average:	not available
Grade awarded for dissertation:	not available
Diploma examination grade:	not available
The overall result of studies:	not available
Overall classification of the qualification:	not available
Diploma with distinction:	
Thesis	
Subject:	Praca Testowa
Subject in English:	Test thesis
Organizational unit:	Faculty of Civil Engineering and Resource Management
Thesis	
Statement	
You have to select one	<div style="border: 2px solid red; padding: 5px;"> <p>I declare, that:</p> <p><input type="radio"/> this final diploma thesis does not contain legally protected secret information</p> <p><input type="radio"/> this final diploma thesis does contain legally protected secret information</p> </div>

Figure 1513. Diplomas pane in USOSWeb

After selecting the relevant option, the next part of the declaration is displayed, which concerns granting the AGH UST the licence on distributing the thesis. If the thesis contains legally protected information, fill in the period of grace. Confirm your declaration with the **SUBMIT DECLARATION** button. The system will inform you that after submitting your declaration, it will not be possible to make any changes (Figure 16).



Statement

You have to select one

I declare, that:

this final diploma thesis does not contain legally protected secret information

this final diploma thesis does contain legally protected secret information

tak I grant Akademia Górniczo-Hutnicza im. Stanisława Staszica w Krakowie a non-exclusive license free of charge without time, territorial and quantity limitations to provide access to my final diploma thesis on the Internet network through the medium of Repozytorium AGH [AGH Repository], when the protection period expires

Save

After approval of the comments, it will not be possible to add further comments. Do you want to continue?

OK

Anuluj

Figure 1614. Confirming the declaration about the legally protected thesis

After submitting the declaration, information on the date and time of confirming the declaration will be displayed in this pane and the window with **the order for sets of diplomas and supplements** will appear (Figure 17). After ticking the selected options (concerning a language version in the standard set and paid certified copies), confirm your choice with the **SAVE** button. If you are willing to order the additional certified copies or the paid certified copies, tick the chosen option. On the basis of the order for the paid certified copies, the Dean’s office for student affairs will charge a fee, which will be displayed in USOSweb in the PAYMENTS FK pane (accessible through Common Section tab in USOSweb).

Note: After confirming the order it will not be possible to make any changes (the corresponding warning message informs about it).

Statement

You have to select one

I declare, that:

this final diploma thesis does not contain legally protected secret information

this final diploma thesis does contain legally protected secret information

tak I grant Akademia Górniczo-Hutnicza im. Stanisława Staszica w Krakowie a non-exclusive license free of charge without time, territorial and quantity limitations to provide access to my final diploma thesis on the Internet network through the medium of Repozytorium AGH [AGH Repository], when the protection period expires

Declaration made on: 2022-11-07 14:07:36.

Diploma order

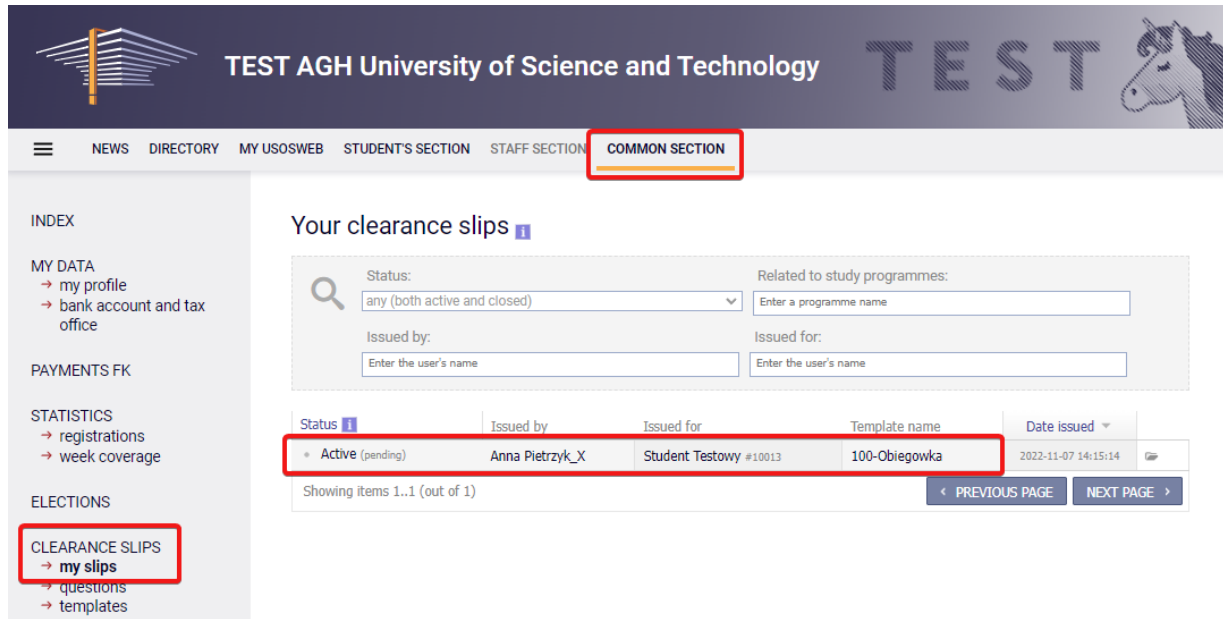
Standard set	<ul style="list-style-type: none"> Diploma - original - Polish Diploma supplement - original - Polish Diploma - certified copy - Polish Diploma supplement - certified copy - Polish Diploma - certified copy - Polish Diploma supplement - certified copy - Polish
Additional set of certified copies	<input type="checkbox"/> Diploma - certified copy - Polish <input type="checkbox"/> Diploma supplement - certified copy - Polish
Paid certified copies	<input type="checkbox"/> Diploma - certified copy - English <input type="checkbox"/> Diploma supplement - certified copy - English

I CONFIRM THE ORDER AS SELECTED ABOVE

Figure 157. Submitting the order for diplomas and supplements

7. Online clearance slips

The last step of the graduation process is completing the online clearance slip. It will be activated after submitting the declarations, the order for diplomas and supplements and after data migration between systems (the data migration takes place twice a day – at 06.30 a.m. and at 16:30 p.m.). The clearance slip is available in the **COMMON SECTION** tab (Figure 18).



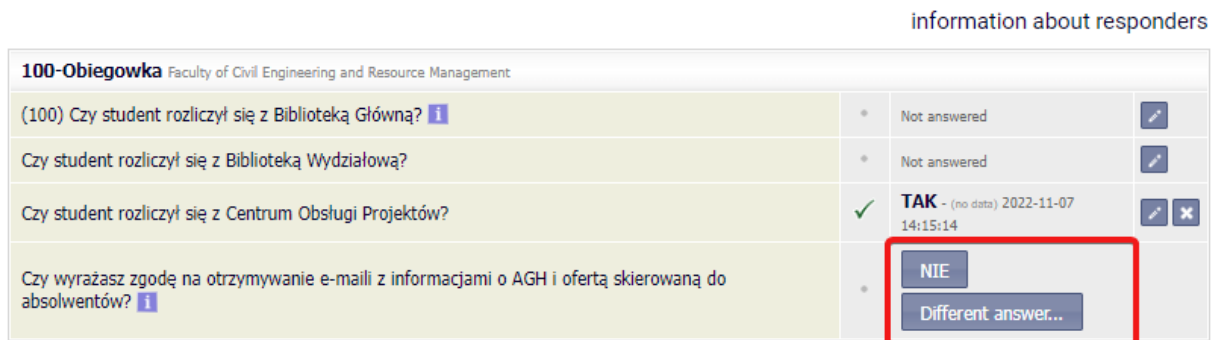
The screenshot shows the 'COMMON SECTION' of the USOSweb interface. The main heading is 'Your clearance slips'. Below it is a search form with fields for 'Status' (set to 'any (both active and closed)'), 'Related to study programmes' (with a placeholder 'Enter a programme name'), 'Issued by' (with a placeholder 'Enter the user's name'), and 'Issued for' (with a placeholder 'Enter the user's name'). Below the search form is a table of clearance slips:

Status	Issued by	Issued for	Template name	Date issued
Active (pending)	Anna Pietrzyk_X	Student Testowy #10013	100-Obiegowka	2022-11-07 14:15:14

The table shows one item, 'Active (pending)', issued by 'Anna Pietrzyk_X' for 'Student Testowy #10013' using the '100-Obiegowka' template, issued on '2022-11-07 14:15:14'. The sidebar on the left has 'CLEARANCE SLIPS' highlighted, with sub-links for 'my slips', 'questions', and 'templates'.

Figure 168. Online clearance slips in USOSweb

If you click on **my slips**, the template of the active online clearance slip appears, it has been defined according to requirements at a particular Faculty (Figure 19).



The screenshot shows a sample clearance slip for the '100-Obiegowka' Faculty of Civil Engineering and Resource Management. The slip contains four questions:

- (100) Czy student rozliczył się z Biblioteką Główną? [i]
- Czy student rozliczył się z Biblioteką Wydziałową?
- Czy student rozliczył się z Centrum Obsługi Projektów?
- Czy wyrażasz zgodę na otrzymywanie e-maili z informacjami o AGH i ofertą skierowaną do absolwentów? [i]

The first three questions are marked as 'Not answered'. The fourth question is marked as 'TAK' (Yes) with a date of '2022-11-07 14:15:14'. The 'NIE' (No) and 'Different answer...' buttons for the fourth question are highlighted with a red box.

Figure 179. View of the sample clearance slip in USOSWeb

On the online clearance slip, a student is required to answer only questions that concern giving consents to making a private email address available, monitoring further fate of graduates and joining the AGH UST Alumni Club. The remaining questions are answered by the authorised persons from the units listed on the online clearance slip. In case of failure to settle with a particular unit, a student will be requested by email or by phone to settle a possible backlog.



8. IT Help

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