

Instruction for processing a diploma thesis in the APD system for the Supervisor

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1. General information

The Archive of Diploma Theses (APD) serves the purpose of verification and storing of diploma theses. The processing of a diploma thesis shall be automatically triggered after the seminar has been selected. The thesis title and name of the supervisor shall be entered into the system. The thesis data shall be posted to the APD system to the list of tasks for the thesis Author – Student, thereby initializing the process of entering the thesis. After the data have been entered and the thesis file has been attached, the student shall pass the thesis for approval to the Supervisor – starting Step 3 of the thesis processing. Fig. 1 presents the scheme of thesis processing in the system.



Fig. 1 Scheme of the thesis processing in the APD system.

All steps of the thesis processing in the APD system are subsequent and may not be triggered without the necessary data completion.

2. Logging into the APD system

On the website <https://apd.sgh.waw.pl> in the right-hand top corner click Log in

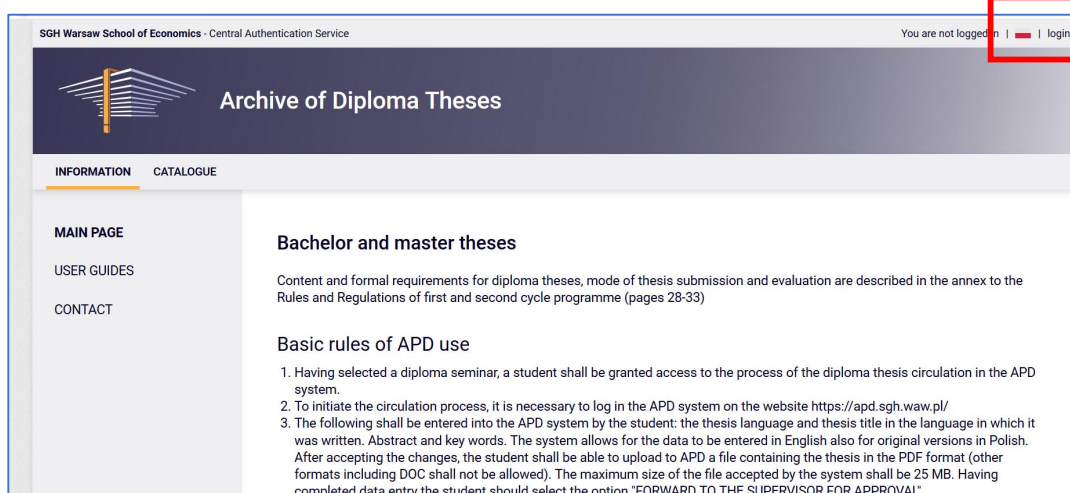


Fig. 2 Logging into the APD

The system will take us to the AUTHORIZATION website.

After entering the username and the password and clicking LOG IN the system will take us back to APD in the Supervisor's account.

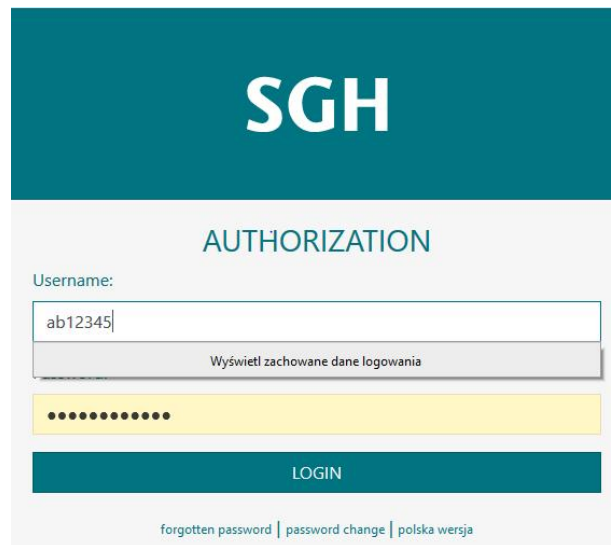


Fig. 3 *Authorization*

3. List of the Supervisor's theses and tasks

After logging into the APD the Supervisor shall be transferred to the tab MY TASKS.

There are two tables in the tab:

- the left-hand table **Diploma theses** is a list of theses grouped depending on the role performed by the logged-in user. They may be in the group THESIS SUPERVISOR or REVIEWER.
- the right-hand table **Tasks** is a list of tasks to be carried out by the Supervisor. They may fall into two groups: ACCEPT DATA or ENTER REVIEW

The Supervisor shall receive notification of each task to be completed in APD to his/her email address in SGH domain.

In order to pass on to Step 3 (Thesis supervisor – Thesis data acceptance) of the diploma thesis processing in the system, you should click the thesis title in the right-hand table **Tasks**.

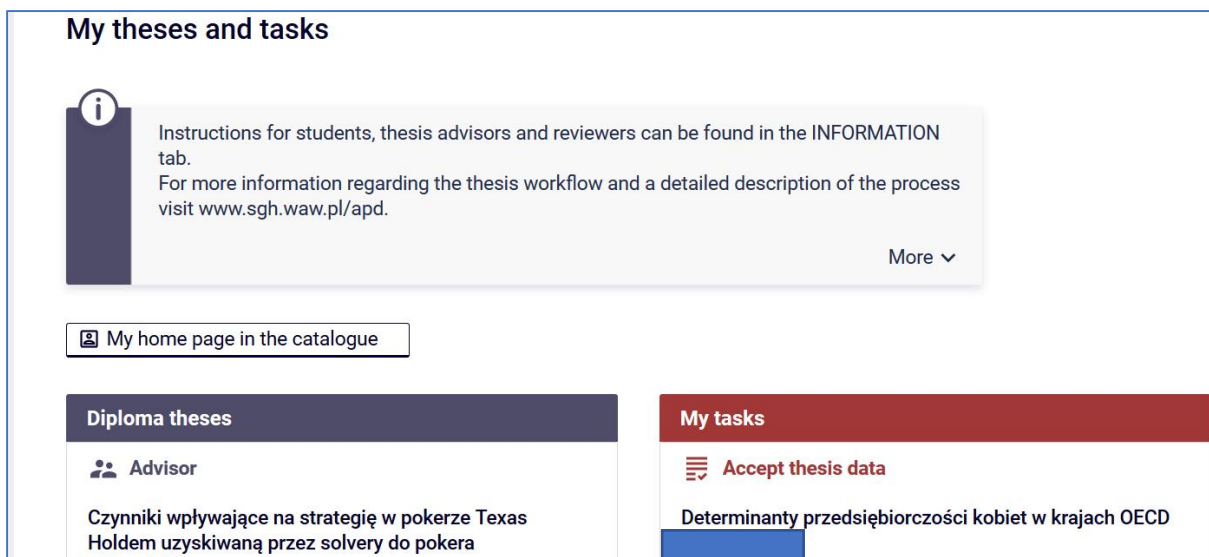


Fig. 4 List of Supervisor's theses and tasks

In each group 3 newest theses shall be displayed. To view more theses or tasks to complete, click the name of the role (e.g. THESIS SUPERVISOR) or the task (e.g. APPROVE DATA or ENTER REVIEW).

4. Step 3 of the thesis processing in the system Thesis Supervisor – Data approval

After clicking the thesis title in the table **Tasks** you will be transferred to the page containing the thesis data entered by the student:

- thesis title
- abstract
- key words
- annex containing the thesis in electronic form, the thesis file shall be named according to the template below:

[unit code]-[type of diploma code]-[field of study code]-[student number]- [thesis subsequent number]-[set number]







Thesis information		Files	Anti-plagiarism	Reviewers	Reviews	Defence	Changes history	Administration
Language of the thesis:	English [EN]							
Title:	 Models of Player Evaluation in Football  (not given)							
Author:	 First cycle degree - licencjat - in Quantitative Methods in Economics and Information Systems for study program SLLD-MIS Date of defence: not given							
Dissertation advisor:	dr hab. Michał Jakubczyk, prof. SGH							
Seminar:	Bachelor's Seminar - Michał Jakubczyk							
Organizational unit:	Undergraduate studies							
	 The aim of this thesis was to find the best players of the 2018 FIFA World Cup using a data-driven approach, build the team of the tournament based on data analysis and compare how such a team differs from the subjective one constructed by a football							

Fig. 5 Thesis information

The Supervisor may approve the thesis or forward it for correction. In either case the author shall receive an email notification of the change of the thesis status.

Note: The Supervisor may forward the thesis for correction in two ways:

- FORWARD FOR CORRECTION In this case no previous thesis files shall be archived in APD.
- CREATE A NEW SET AND FORWARD FOR CORRECTION In this case a new thesis file may be added to a new Set 2. Set 1 will be archived and its files will not be deleted.

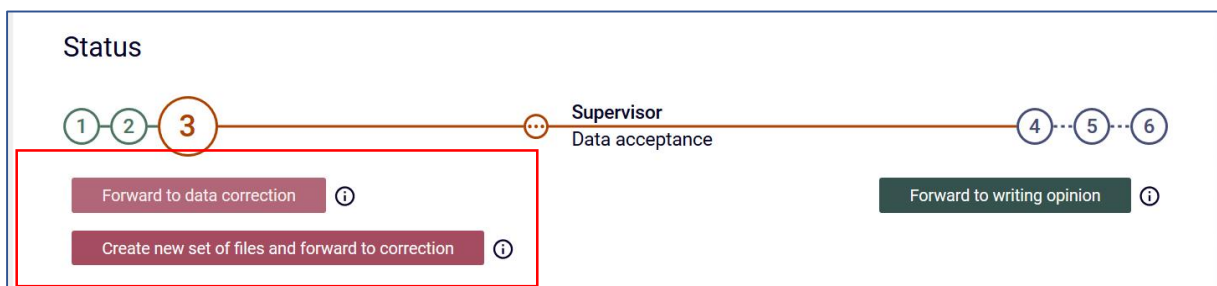


Fig. 6 Forwarding the thesis for correction

If the thesis data (title, abstract, key words, thesis contents) are recognised as adequate and compliant with the requirements by the Supervisor, the thesis will be ready for anti-plagiarism inspection.

Then, click SEND CHECK REQUEST in the section **Anti-plagiarism**.

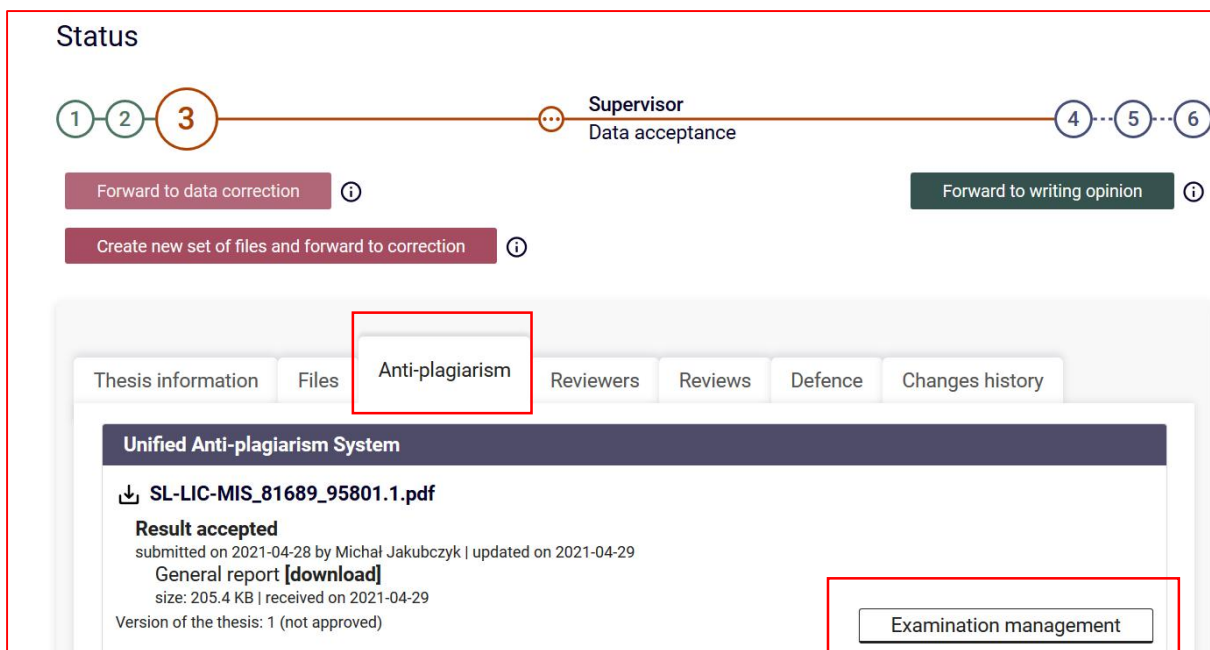


Fig. 7 Sending the thesis for anti-plagiarism check

Performing a thesis anti-plagiarism check (Plagiat.pl) shall be obligatory and shall be completed before approval and entering opinion.

The Supervisor shall receive a notification of the analysis completion by email in SGH domain, the system will display an option of downloading the anti-plagiarism check report.

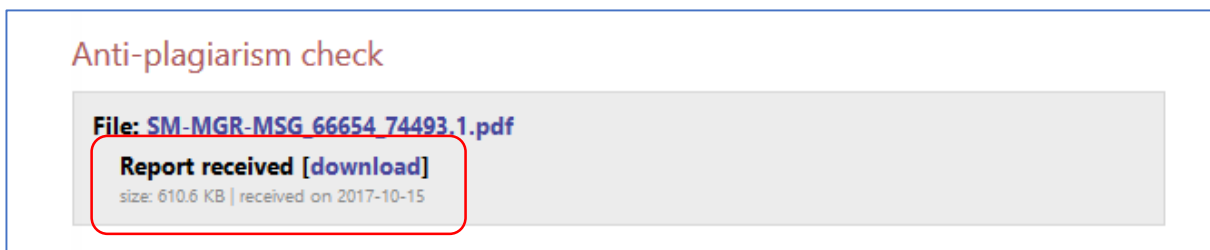


Fig. 8 Downloading the report from the anti-plagiarism system

The instruction for interpreting the Affinity Report of Plagiat.pl service shall be found in the tab APD applications instructions.

After the analysis of the Affinity Report the Supervisor may take the thesis back for correction or approve it passing to the next step of the thesis processing. If Ratio I and II have been exceeded, it is recommended to take the thesis back by clicking CREATE A NEW SET AND FORWARD FOR CORRECTION. APD system allows to create 3 sets. The information on the previous thesis version shall remain in the system. The student shall receive notification via email stating the necessity to correct the thesis. After correction, the thesis shall be forwarded for an anti-plagiarism check by the Supervisor.

5. Step 4 Thesis Supervisor Entering Opinion

If the Affinity Report is accepted, the Supervisor passes to the next step by clicking FORWARD FOR ENTERING OPINION

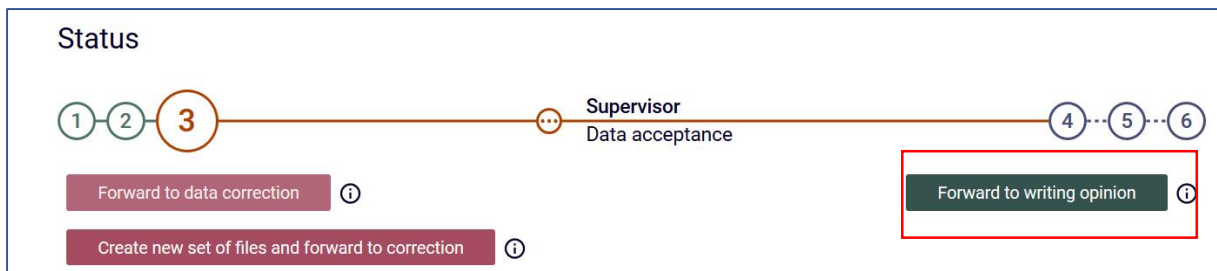



Fig. 9 Forward for entering opinion

Choosing this option will activate the options of entering opinion by clicking Reviews and next of entering opinion by clicking the icon  to the Supervisor's name in the section Reviews under thesis information.

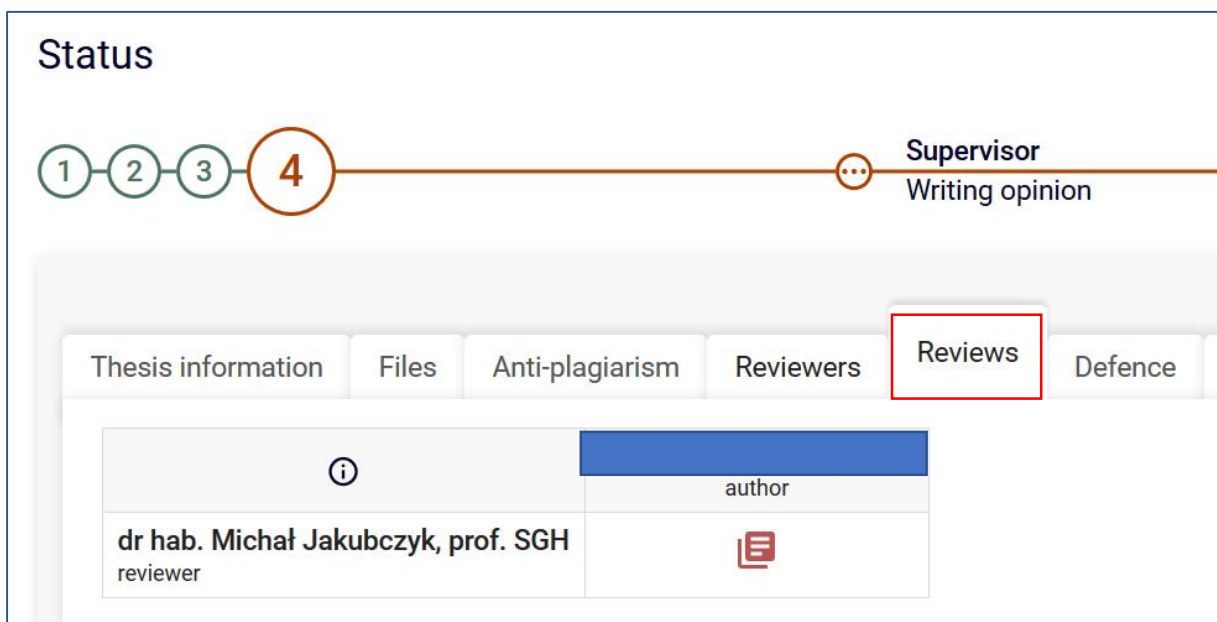


Fig. 10 Access to the review

After clicking, a screen Review draft shall appear. In order to edit click Edit answers.

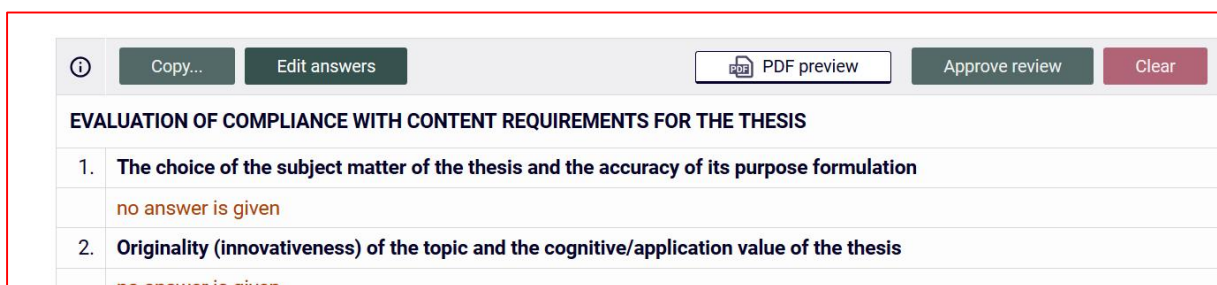


Fig. 11 Edit answers

In order to complete the review edition click SAVE AND END EDITION – the changes will be saved and a screen Review draft will appear. Until the review is finally entered, you may go back to edition by clicking EDIT ANSWERS.

After you make sure the entered answers are adequate, confirm the review by clicking CONFIRM REVIEW. After this option is selected, the review may not be edited any more.