

SHORT GUIDE FOR ARCHIVE FOR DIPLOMA THESES (APD) SYSTEM FOR STUDENTS

1. Log in to website <https://apd.sgh.waw.pl/>. On the right side you will see "My tasks". Thesis will appear in this column after selecting a diploma seminar. Each time you will have some task to do in APD system, you will receive an email to your Student mailbox.
2. To start the process of electronic archiving of diploma theses, click the title of thesis in "My task" column. First part is called "Thesis information". Please fill in the title, summary and keyword and click "SAVE THESIS INFORMATION".
3. Choose "GO TO FILE UPLOAD" button.
4. On the bottom of this website you can find "Files" section, where you have to add your thesis. The file with thesis will be called accordingly to this pattern:
[unit code]-[type of diploma]-[code of study direction]-[number of album]- [the following number]-[set number]
5. In case of incorrect data or comments according thesis, the Student can forward it to the previous step for further improvements by clicking the button "RETURN TO EDIT DATA".
6. After approving the data and thesis, the Student shall forward thesis to the next step by "FORWARD TO THE APPROVAL OF THE SUPERVISOR".
7. Once the Supervisor approves the thesis, he will run it through the anti-plagiarism system and write the review. Afterwards Student shall print out the thesis and content of the review, then bring it to the appropriate Dean's Office.