

Instruction for Registering a Thesis for Students in the APD System (Thesis Archive)

Go to the Theses Archive website

<https://apd.ue.wroc.pl>

Wrocław University of Economics and Business - Central Authentication Service You are not logged in | [login](#)

Archive of Diploma Theses

INFORMATION CATALOGUE

AKTUALNOŚCI

KONTAKT

ACCESSIBILITY STATEMENT

Archiwum Prac Dyplomowych Uniwersytetu Ekonomicznego we Wrocławiu

Dokumentacja

- Instrukcja dla studentów
- Instruction for students IN ENGLISH
- Instrukcja dla Promotora
- Instrukcja do protokołu egzaminu dyplomowego

W razie problemów technicznych lub z logowaniem przejdź do kontaktu

Wrocław University of Economics and Business
ul. Komandorska 118/120
53-345 Wrocław
tel: 71 368 01 00
www: <http://ue.wroc.pl>

University Study-Oriented System
Archive of Diploma Theses
contact
accessibility declaration
APD 7.1.0.0-0 (76e25fb9) :: 2024-07-16

Log in using your **student ID number** and **password** - the same credentials you use for logging into USOSweb and the university email account.

Wprowadź identyfikator użytkownika w formacie "numer_indeksu" lub "imię.nazwisko", np. "102030" lub "jan.kowalski" | Enter the user ID in the format "index_number" or "firstname.lastname", e.g. "102030" or "jan.kowalski"

Username:
STUDENT ID NUMBER

Password:
PASSWORD – the same as for USOS and the university email account

[Zmiana hasła/Change password >>](#)

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

The thesis management process in the APD system is initiated by the dean's office staff. An automatic email notification is sent to the user's university email address regarding the task that needs to be completed.

After logging in, the MY THESES tab will display the **My Theses and Tasks** page.

In the **Theses column**, you will find a list of theses authored by the logged-in student.

In the **Tasks column**, you will find a list of theses for which additional information needs to be completed.

Archive of Diploma Theses

INFORMATION CATALOGUE **MY APD**

My theses and tasks

i 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

Author

Here, the title of the thesis as well as the author's first and last name will appear.

[Show all](#)

My tasks

Send files with thesis

The title of the thesis, along with the author's first and last name, will appear here.

[Show all](#)

Exams

examinee

Information about the diploma examination will appear here: date, time, location, and the composition of the examination committee.

[Show all](#)

By clicking on the text **Complete information about the thesis** in the **Tasks column**, you will proceed to the next page, where you need to complete the following:

language of the thesis (the language in which the thesis is written) – select from the drop-down list,

thesis title in both Polish and English,

thesis abstract in both Polish and English,

keywords in both Polish and English.

After entering all the information, click the **Save thesis data button** and proceed to add the attachment with the thesis content.

Once the thesis data is saved, you must confirm the statement by clicking the **Confirm button**.

To add the attachment, click the **Go to file upload button**.

A message will appear before continuing. After confirming that the data has been saved, click **OK**.

Archive of Diploma Theses

INFORMATION CATALOGUE MY APD

Thesis

Status

1 Thesis author Entering thesis data 2 3 4 5

Go to file upload

Thesis status has changed

Thesis Information Files Anti-plagiarism Defence Changes history

Save thesis information

Language of the thesis: Polish [PL]

Title: Title Limit 1000, entered 5 characters

Author: Information about the author

Organizational unit: Wroclaw University of Economics and Business

Date of submission: Jan. 10, 2025

Abstract: Same in Polish Limit 4000, entered 14 characters

Abstract: Describe in a few sentences the content of the thesis, e.g: In chapter one I describe... Chapter two contains... Chapter three... Limit 4000, entered 133 characters

Keywords: Same in Polish Limit 1000, entered 14 characters

Keywords: Provide 5-6 keywords that are related to the topic of the thesis. If you have trouble finding keywords, contact your thesis supervisor and determine them together. Limit 1000, entered 164 characters

Status: Author of the thesis should type data To be archived

Save thesis information

Author statement: First and last name of the author APPROVED 2024-11-29 14:56 show

Komunikat ze strony apd.ue.wroc.pl

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.

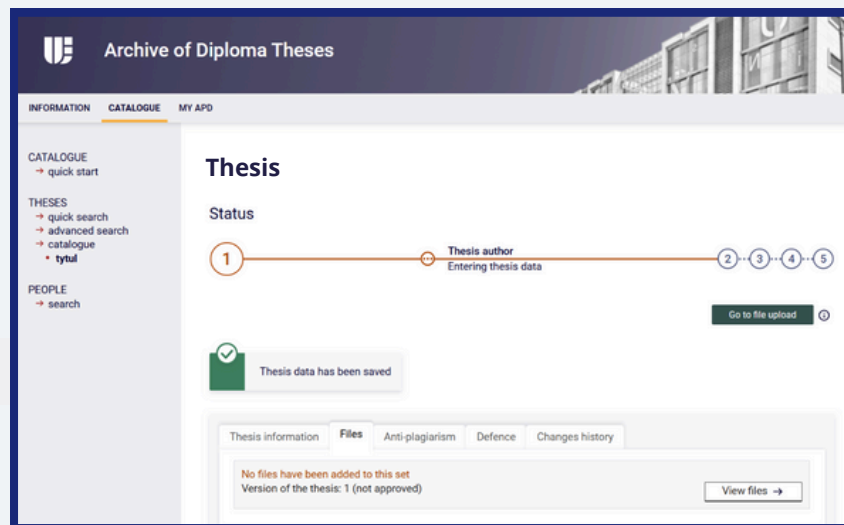
Make sure the data has been saved (click the 'Save thesis information' button).

Are you sure you want to continue?

OK

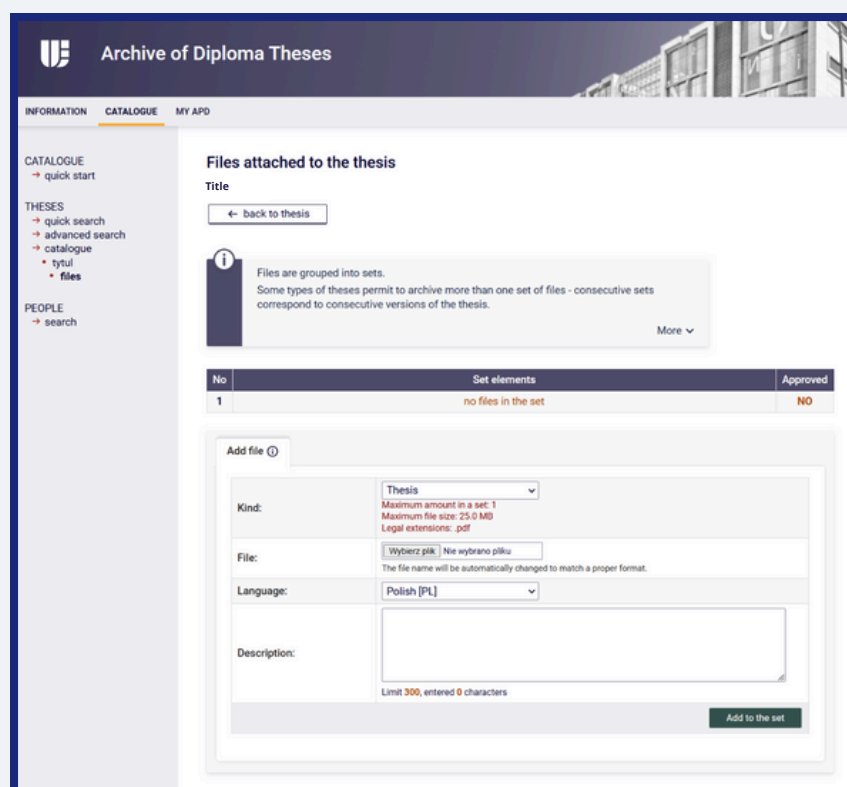
Anuluj

Next, click the **Add files button** to proceed with the procedure for uploading the attachment with the file.



The **Files related to the thesis** page will appear. To add the file containing the thesis content, select the type **Thesis**, click **Choose file**, and then select the file saved on your disk in **.pdf format**.

You can also add a short description of the attachment (e.g. Master's thesis by Jan Kowalski) – this is recommended.



Next, confirm the completed task by clicking the **Add to set button**.

The added attachment will be visible in the list of attachments. If necessary (e.g., if a file was uploaded by mistake), you can delete it by clicking the **Delete button** and upload a new one.

The screenshot shows the 'Archive of Diploma Theses' website. The main heading is 'Thesis'. Below it, there is a 'back to thesis' button. An information box states: '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.' Below this, a green checkmark icon indicates that a file with 'Attachment ID number' has been added to set 1. A table titled 'Set elements' shows one entry with the following details: 'Attachment ID number' (no description given), kind: Thesis, size: 12.9 KB, language: Polish [PL], submitted on 2025-01-10 16:47 by [redacted]. The 'Approved' column shows 'NO'. Below the table is an 'Add file' form with the following fields: 'Kind' (Thesis), 'File' (upload button), 'Language' (Polish [PL]), and 'Description' (text area). The form also displays constraints: 'Maximum amount in a set: 1', 'Maximum file size: 25.0 MB', and 'Legal extensions: .pdf'. A green 'Add to the set' button is at the bottom right of the form.

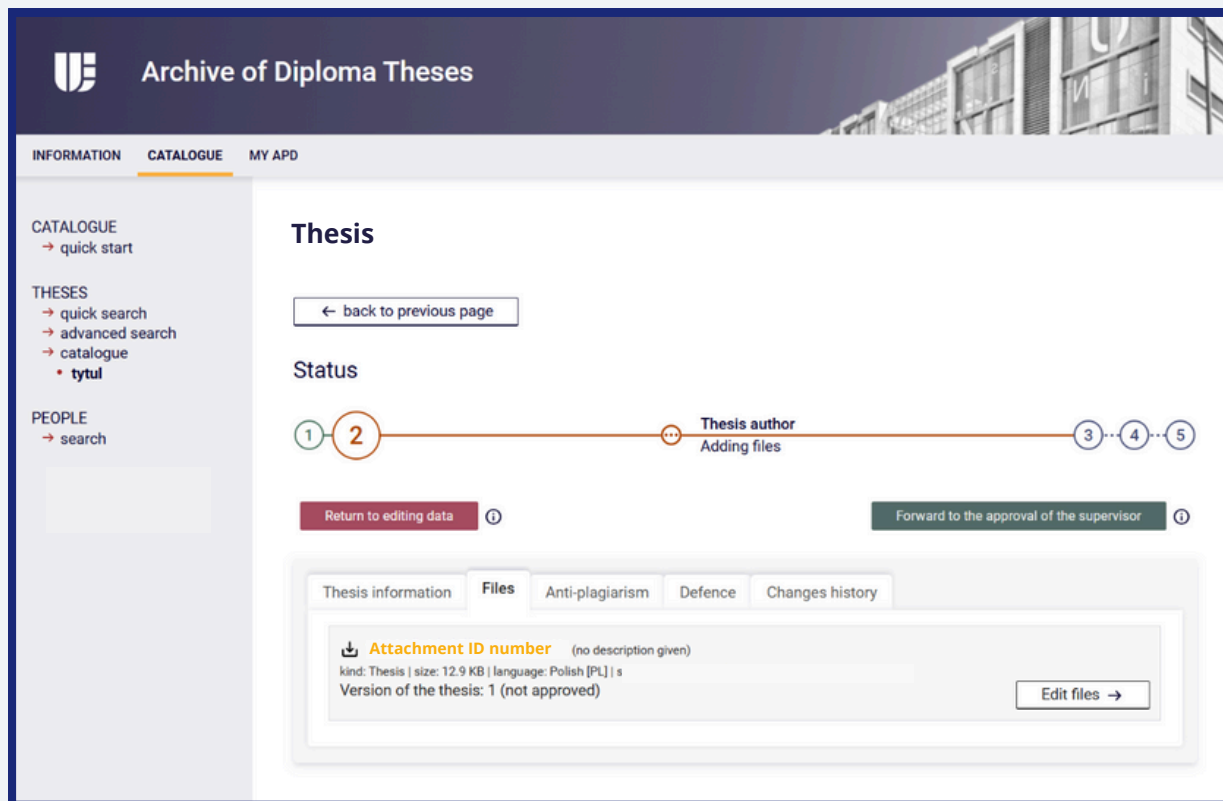
If you want to add additional attachments besides the thesis, you need to create an archive in .zip, .rar, or .gzip format. To upload the file, select the type **Other** and proceed in the same way.

Please note that this does not apply to the thesis file – it should be uploaded in .pdf format.

After uploading the attachment(s), click the **Return to thesis button** to go back to the page with the thesis description.

The final step is to submit the thesis for approval by the supervisor. To do this, click **Submit for supervisor's approval**.

ONCE YOU REACH STAGE 3, EDITING THE DATA WILL NO LONGER BE POSSIBLE.



The screenshot displays the 'Archive of Diploma Theses' web application. The main content area is titled 'Thesis' and features a 'back to previous page' button. Below this is a 'Status' section with a progress indicator showing five stages, with stage 2 'Thesis author Adding files' currently active. Two buttons are visible: 'Return to editing data' (disabled) and 'Forward to the approval of the supervisor' (active). The 'Files' tab is selected, showing a list of attachments with details such as 'Attachment ID number', 'kind: Thesis', 'size: 12.9 KB', 'language: Polish [PL]', and 'Version of the thesis: 1 (not approved)'. An 'Edit files' button is present next to the attachment details.

Information about changes in the APD system, such as the plagiarism check results and the diploma exam date, will be sent via email.

After receiving the message, you should log in to the APD system and review the changes.

In case of any issues, please contact the dean's office via email.