

ARCHIVE OF DIPLOMA THESES (APD SYSTEM)

INSTRUCTION FOR PHD STUDENTS

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AMU IT CENTRE

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Procedure for depositing and approving a doctoral thesis in the Archive of Diploma Theses

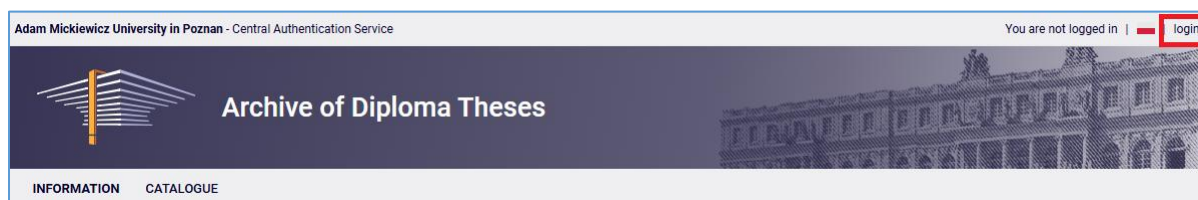
Step in the APD	Who	Task
	PhD student	Registration of the doctoral thesis at the Doctoral School Office
1.	PhD student	Supplementing doctoral thesis information in the APD
2.	PhD student	Adding appendices to the doctoral thesis
3.	Supervisor ¹	Acceptance of trial data (or rejection – return to point 1.).
4.	Supervisor	Entering opinions
5.	PhD student	Submission of the dissertation with control numbers and the opinion to the Doctoral School Office

Once the required documents have been completed and uploaded to the APD system, the following documents will be available for download:

- doctoral thesis (version with control numbers) – required at the stage of completing studies and initiating the proceedings,
- Anti-plagiarism (JSA) report – required at the stage of initiating proceedings,
- the supervisor's opinion – required at the stage of completion of studies and the initiation of proceedings
- AMUR declaration – required at the stage of initiating the proceedings.

LOGGING INTO THE ARCHIVE OF DIPLOMA THESES

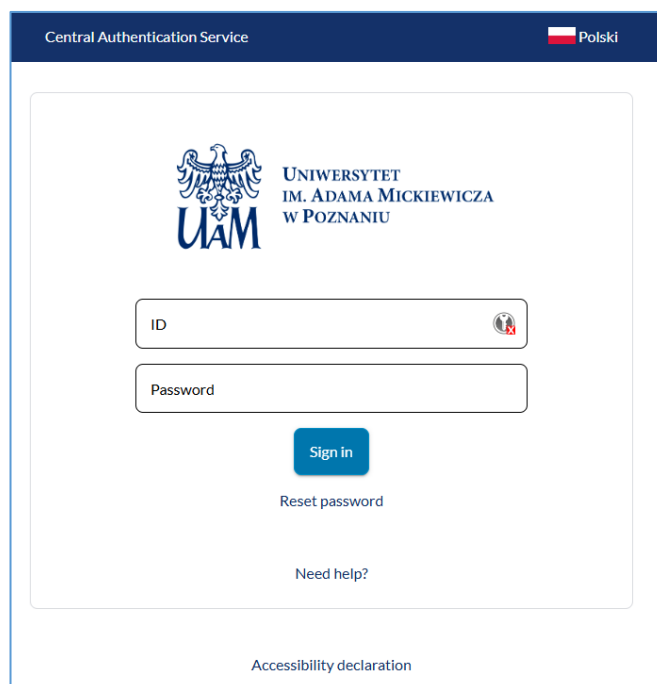
The Archive of Diploma Theses can be found on the website at: <https://apd.amu.edu.pl>



¹ Under the concept of supervisor, a situation may arise in which a thesis defence has more than one supervisor.

Once the page has opened, click 'log in' in the top right corner.

The AMU Central Authentication Service page will open, where you must enter your identifier and password and then click **Log-in**:



Central Authentication Service

Polski

 **UNIWERSYTET
IM. ADAMA MICKIEWICZA
W POZNANIU**

ID

Password

Sign in

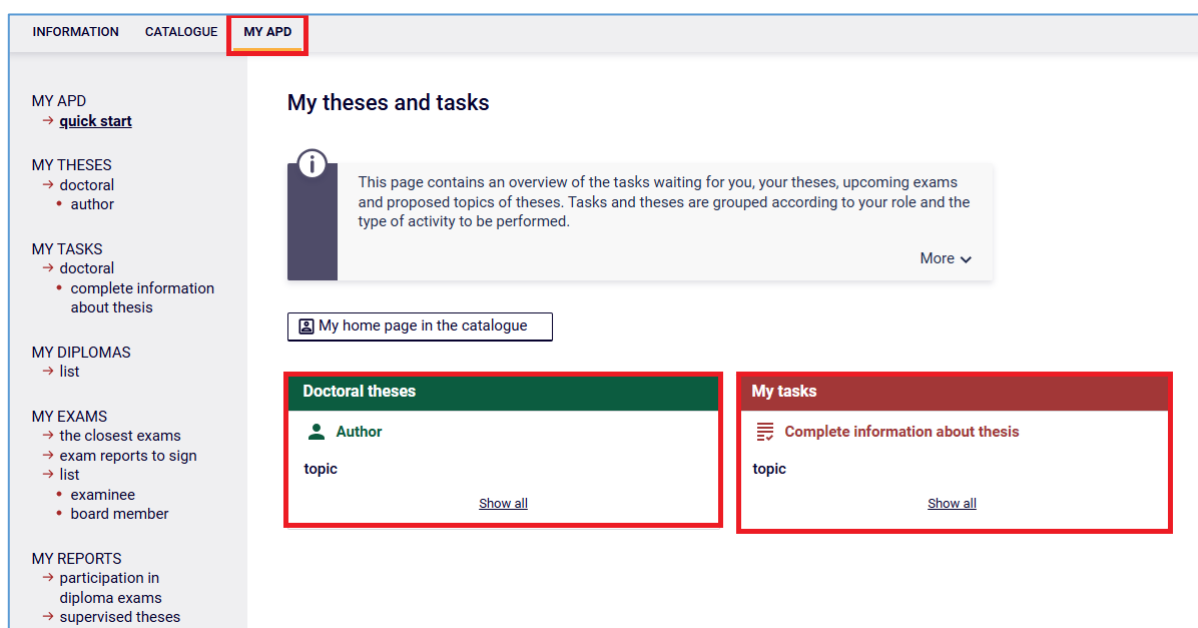
Reset password

Need help?

Accessibility declaration

LIST OF WORKS AND TASKS

After logging in to APD, the **My theses and tasks** page will appear. You can return to this page at any time by clicking the **My Theses** link in the menu bar.



INFORMATION CATALOGUE **MY APD**

MY APD
→ [quick start](#)

MY THESES
→ doctoral
• author

MY TASKS
→ doctoral
• complete information about thesis

MY DIPLOMAS
→ list

MY EXAMS
→ the closest exams
→ exam reports to sign
→ list
• examinee
• board member

MY REPORTS
→ participation in diploma exams
→ supervised theses

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](#)

Doctoral theses

 **Author**

topic

[Show all](#)

My tasks

 **Complete information about thesis**

topic

[Show all](#)

The left column of the page contains a list of works authored by the logged-in PhD student.

The doctoral thesis title appears in this field once the doctoral student has informed the Doctoral School Office via email of their readiness to submit the thesis, simultaneously providing the following information:

- thesis title in the original language/thesis title in English,
- subject in Polish (if it is not the original language).

The right-hand column of the page contains tasks to be completed, i.e. a list of work items within which the doctoral student is to supplement information or upload a PDF of the thesis.

SUPPLEMENTING INFORMATION REGARDING THE DOCTORAL THESIS

To proceed to entering the hearing information, click on the case **Doctoral thesis** located next to the **My tasks**.

An information editing page for the hearing will appear. First of all, the language in which the doctoral thesis is written must be selected. Depending on the selection made, the appropriate fields to be completed will appear below:

- **PhD thesis title in Polish and English.** If the doctoral thesis is written in one of these languages, the title in that language cannot be edited – the original title of the thesis is entered by the Doctoral School Office during the registration of the thesis.
- **Abstract** in the original language, Polish and English
- **Keywords** in the original language, Polish and English.

Once the information has been completed, you should save the data by clicking the **Save thesis information** data button. Next, you must read and accept the author's statement by clicking the **Approve** button.

topic Doctoral thesis

← back to previous page

Status

1

Thesis author
Entering thesis data

2

3

4

5

6

7



Go to file upload

Thesis information

Files

Anti-plagiarism

Changes history

Save thesis information

Language of the thesis: English [EN]

Title:

topic
temat
Limit 1000, entered 5 characters

Author:

Jo6 Ad7
[00-DOKT] Doktorat
Date of defence: not given

Organizational unit:

Doctoral School of Exact Sciences

Date of submission:

April 10, 2023

Abstract:

Wybierz plik Nie wybrano pliku
Maximum file size: 5.0 MB
Legal extensions: .pdf
Wybierz plik Nie wybrano pliku
Maximum file size: 5.0 MB
Legal extensions: .pdf

Keywords:

Limit 1000, entered 0 characters
Limit 1000, entered 0 characters

Status:



Author of the thesis should type data

Archiving status:



To be archived

Save thesis information

Aware of the legal responsibility that claiming authorship in a doctoral dissertation of a substantial portion or other elements of another person's work or scientific findings constitutes grounds for invalidating the administrative proceedings regarding the conferral of a doctoral degree, I hereby declare that the doctoral dissertation submitted was written by me independently and does not contain content obtained in a manner inconsistent with applicable regulations, and that, apart from necessary consultations, no assistance from other persons was used in its writing.

Approve

Author statement: mgr Jo6 Ad7

NOT APPROVED

ADDING ATTACHMENTS

After completing the information regarding the doctoral thesis and approving the declaration, you should proceed to the next step in the APD – to do this, click **Go to file upload**.

topic
Doctoral thesis

Status

1 — Thesis author
Entering thesis data

2 — 3 — 4 — 5 — 6 — 7

Go to file upload ⓘ

Thesis data has been saved

Thesis information Files Anti-plagiarism Changes history

Save thesis information

Language of the thesis: English [EN] ⓘ

Title: temat
Limit 1000, entered 5 characters

Rysunek 1: Go to adding files.

The next step is to add the file containing your work. Go to the **Files** tab and then click the **Add files** button.

topic
Doctoral thesis

Status

1 — 2 — Thesis author
Adding files

3 — 4 — 5 — 6 — 7

Return to editing data ⓘ

Forward to the approval of the supervisor ⓘ

Thesis information **Files** Anti-plagiarism Changes history

No files have been added to this set
Version of the thesis: 1 (not approved)

Add files →

Rysunek 2. Files

To add a file containing a doctoral thesis, click **Wybierz plik** (with the **Kind: Thesis** parameter set) and select the PDF file saved on your disk. If the job includes attachments, they must also be entered into the APD system with the parameter **Kind: Thesis** set. A short description regarding the attachment can also be added. To add an attachment, you must confirm by clicking the **Add files** to set button.

Remember! Do not use the "Other" file type!

Remember! The filename must not contain diacritics or dots – except for the dot separating the filename from the extension

Files attached to the thesis

TEMAT ROZPRAWY

[← back to thesis](#)

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 ▾

i The mechanism of checking the compatibility of a thesis uploaded to APD with a printed version is enabled!

More ▾

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: 10
Maximum file size: 20.0 MB
Legal extensions: .pdf
Name: required to match a pattern

File:

Wybierz plik

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

6

Every added attachment will appear in the list of attachments. The attachment can be edited or removed from the list by clicking **Edit/Delete**.

No	Set elements	Approved
1	📄 praca_1.pdf (no description given) kind: Thesis size: 2.5 MB language: English [EN] submitted on 01.07.2026 12:14 by Da5 Ba4a Edit Delete Link for single use 📄 zalaczniki.pdf (no description given) kind: Thesis size: 2.0 MB language: English [EN] submitted on 01.07.2026 12:14 by Da5 Ba4a Edit Delete Link for single use	NO

After adding all attachments, click **Back to thesis**. To return to adding attachments, click **Back to previous page**. You can also return to editing the doctoral thesis information (title, abstract, keywords) by clicking **Return to editing data**

TEMAT ROZPRAWY

Doctoral thesis

← back to previous page

Status

1

2

...

Thesis author
Adding files

3

4

5

6

Return to editing data ⓘ
Forward to the approval of the supervisor ⓘ

Thesis information
Files
Anti-plagiarism
Changes history

📄 **praca_1.pdf** | (no description given)
kind: Thesis | size: 2.5 MB | language: English [EN] | submitted on 01.07.2026 12:14 by Da5 Ba4a

📄 **zalaczniki.pdf** | (no description given)
kind: Thesis | size: 2.0 MB | language: English [EN] | submitted on 01.07.2026 12:14 by Da5 Ba4a

Version of the thesis: 1 (not approved)

Edit files →

SUBMISSION OF THE THESIS FOR SUPERVISOR APPROVAL

Once the information regarding the doctoral thesis has been completed and the attachments containing the work have been added, the work must be submitted to the supervisor for approval. To do this, click **Forward to the approval of the supervisor**.

The system will automatically notify the supervisor by email once the thesis has been submitted for approval.

VERIFICATION OF THE DOCTORAL THESIS BY THE SUPERVISOR

Next, the supervisor verifies the information about the thesis entered by the doctoral student and the attached files:

- If the data entered by the doctoral student is incorrect, the supervisor reverts the thesis information for re-editing by the doctoral student. In such a case, the doctoral student is given the opportunity to edit the thesis information and add attachments again.
- If the entered data is accepted by the supervisor, the thesis is submitted for checking by the JSA anti-plagiarism system (JSA – an Anti-plagiarism System that contains a database of works from all Polish universities). After the supervisor has reviewed the JSA report, they will decide to submit the thesis for the inclusion of the opinion.
- The doctoral student is automatically informed via email about the acceptance or the return of the thesis for further revision.

PRINTING OF A DISSERTATION WITH CONTROL NUMBERS AND THE SUPERVISOR'S OPINION

Once the thesis has been approved by the supervisor/supervisors, a **Printable version** document will appear in the **Edit files** tab. This is a version of the dissertation provided with control numbers issued by the Archive of Diploma Theses. The author prints the dissertation downloaded from the system and submits it to the Doctoral School Office. Control numbers are visible from page 5 of the document. A Doctoral School Office staff member verifies that the numbers recorded in the database match the submitted hard copy.

TEMAT ROZPRAWY
Doctoral thesis

Status

1

2

3

...

Supervisor
Data acceptance

4

5

6

Thesis information

Files

Anti-plagiarism

Changes history

Administration

Printable version (no description given)

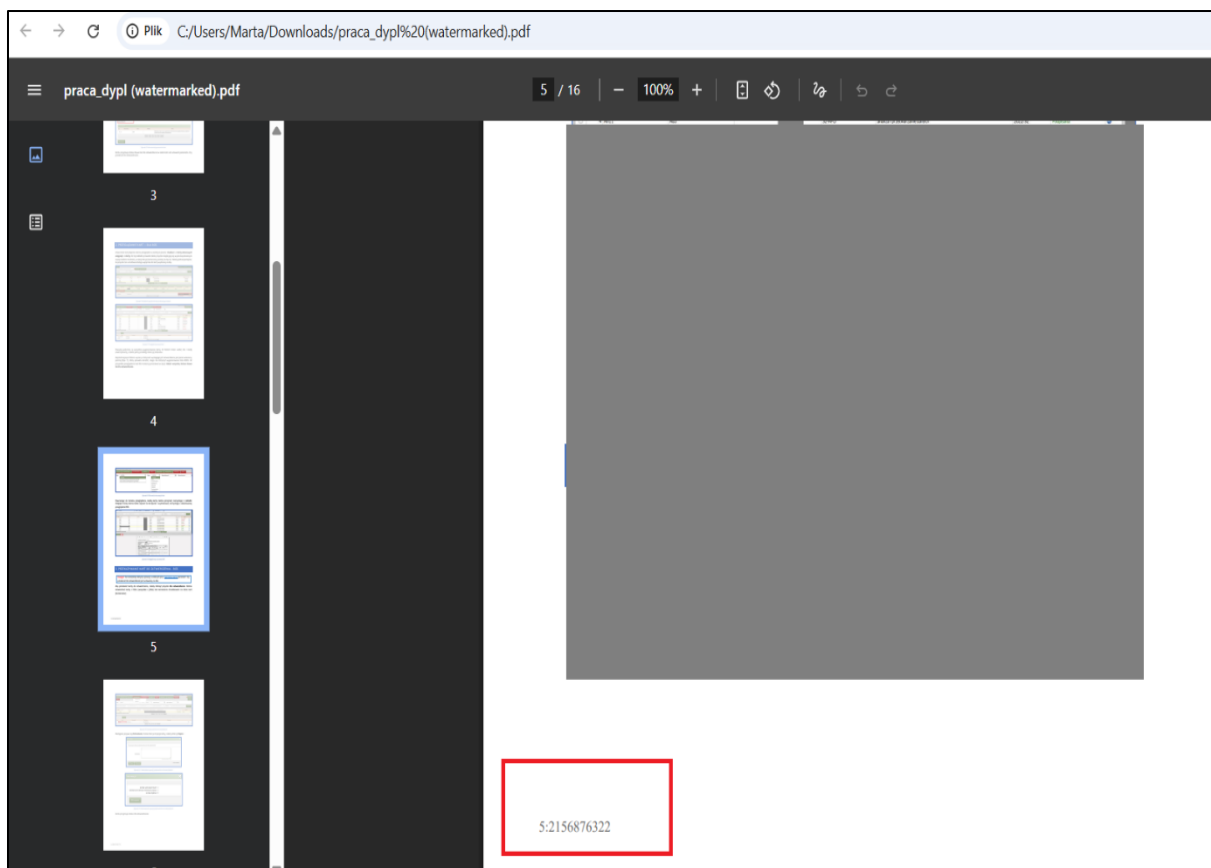
Original file | kind: Thesis | size: 2.5 MB | language: English [EN] | submitted on 01.07.2026 12:14 by Da5 Ba4a

Printable version (no description given)

Original file | kind: Thesis | size: 2.0 MB | language: English [EN] | submitted on 01.07.2026 12:14 by Da5 Ba4a

Version of the thesis: 1 (not approved)

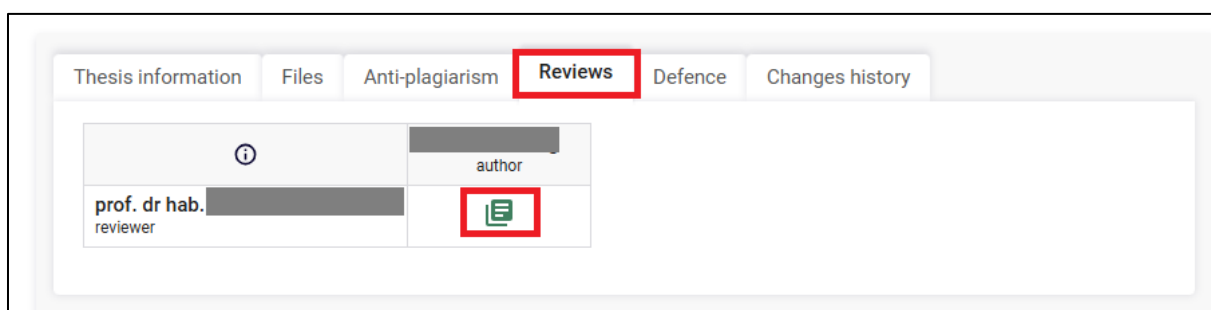
Edit files →



Attention: At the stage of initiating the proceedings, the number of copies of the thesis bearing numbers must be such as specified in the latest Senate resolution regarding the determination of the procedure for awarding the doctoral degree

Subsequently, once the supervisor has submitted the review, the doctoral student downloads and prints the file containing the review. To print the supervisor's opinion, you must:

1. Go to the **Reviews** tab and click on the icon located in the row containing the supervisor's first and last name.



2. Click on the review link located in the **Review** section. Then, print the review (Opinia) and submit it, along with the thesis, to the Doctoral School Office.

Review

[← back to thesis](#)

Review data

Thesis title:	
Thesis author:	
Keywords:	
Reviewer:	
Version of the thesis:	1
Date of issue:	Sept.

Files attached to the reviewed thesis version

 **Printable version** | Here is the thesis that is to be submitted for anti-plagiarism checking.
Original file | kind: Thesis | size: 51.5 MB | language: English [EN] | submitted on 2025-09-23 11:56 by
Version of the thesis: 1

Review file

 **Opinia .pdf**
size: 108.7 KB

DOWNLOADING THE STATEMENT AND ANTI-PLAGIARISM REPORT – REGARDING THE INITIATION OF PROCEEDINGS

To download the declaration, go to your work and select the **Sharing consent** icon:

