

## **Procedure for acceptance and review of a diploma thesis in the APD\* system**

\*APD – Archiwum Prac Dyplomowych [Archives of Diploma Theses]

The below procedure for acceptance and review of a diploma thesis in the APD system applicable to students of higher education programmes offered by the Faculty of Health Sciences has been in force since academic year 2009/2010.

### **Stage 1**

Upon submission of a full set of required documents by a student, the dean's office assistant enters the student's data into the USOS system and provides the student with access to the APD system.

### **Stage 2**

Upon submission of a full set of required documents at the dean's office, the student is obliged to enter the following information into the APD system:

- abstract of the thesis;
- keywords;
- thesis title in English.

Upon entering the information, the student saves it and uploads the PDF file containing the diploma thesis (approved by the thesis supervisor) together with annexes. THE STUDENT INFORMS THE THESIS SUPERVISOR ABOUT COMPLETING THIS STAGE.

### **Stage 3**

The thesis supervisor verifies the information entered by the student, approves it or returns it for correction.

### **Stage 4**

The thesis supervisor and the reviewer enter the review into the system, then save, print and sign it, and finally submit it to the dean's office.

**Failure to enter the above specified information into the system by no later than five days before the date of the diploma examination will result in the examination being cancelled.**