APD instruction

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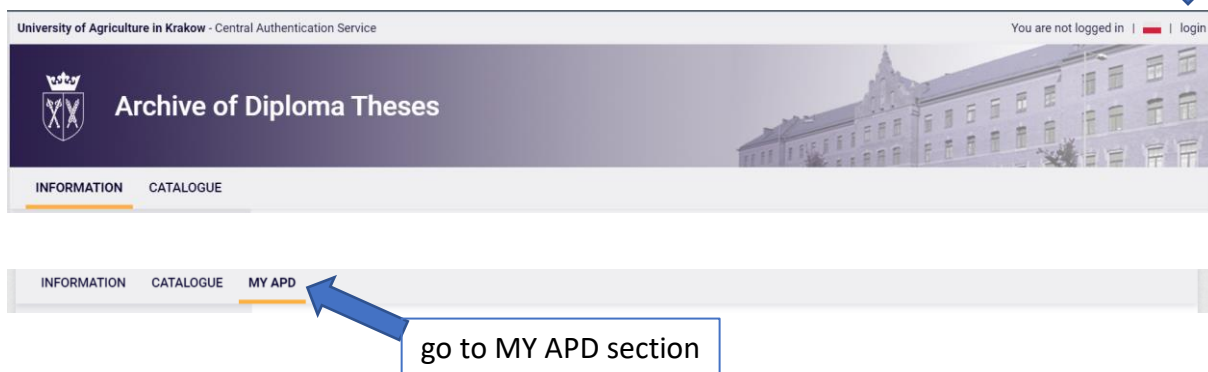
1. **Entering data of the thesis.**

   The author's task is to enter data of the thesis. The author has to select the **language** in which the paper is written, and then enter the **title**, **keywords** and **abstract** (in English and Polish). When the mentioned data are entered, click on the "Save thesis information" button.

2. **Adding thesis files.**

   Associated with the thesis are the thesis' **files**, that is, most often - the thesis itself in electronic form. After going to this step, the author of the thesis uploads the file, and then submits the work for approval by the supervisor. The author can also take the file back to the previous step and correct the data entered.

3. Under the 'Files' tab, click on the '**Go to file upload**' button. This will take you to the thesis file management page. Click '**Add files**' button

4. The thesis, with an attached abstract in Polish and English, should be a **single** PDF **file** named according to the formula:

   Faculty mark* (letter **R**) - thesis **mark** (**M** - master's, **I** - engineering) - **index number- surname-name** (no special characters).

   Example: **R-M-23567-smith-john.pdf**

   Description: **Faculty of Agriculture and Economics master's thesis, index number of Mr. John Smith.**

   Do not use special characters and spaces in the name.

5. Adding the files will activate a button that allows you to move to the next step, which will change the status to '**Data acceptance by the supervisor**'.

6. At this stage it is also possible to return to the beginning of the handling process and correct the data entered therein. Such a return will not delete the files already added.

Important

The student, after the supervisor approves the thesis, **downloads the file from the APD** in order to **print** it. To download the thesis, select the '**View Files**' options and use the "**Printable Version**" link, which will trigger the control mechanism of the thesis uploaded to APD.