Submission and approval of thesis topics:

After logging into the APD system and selecting "My theses" tab in the menu on the left select "My topics" and then "applications":
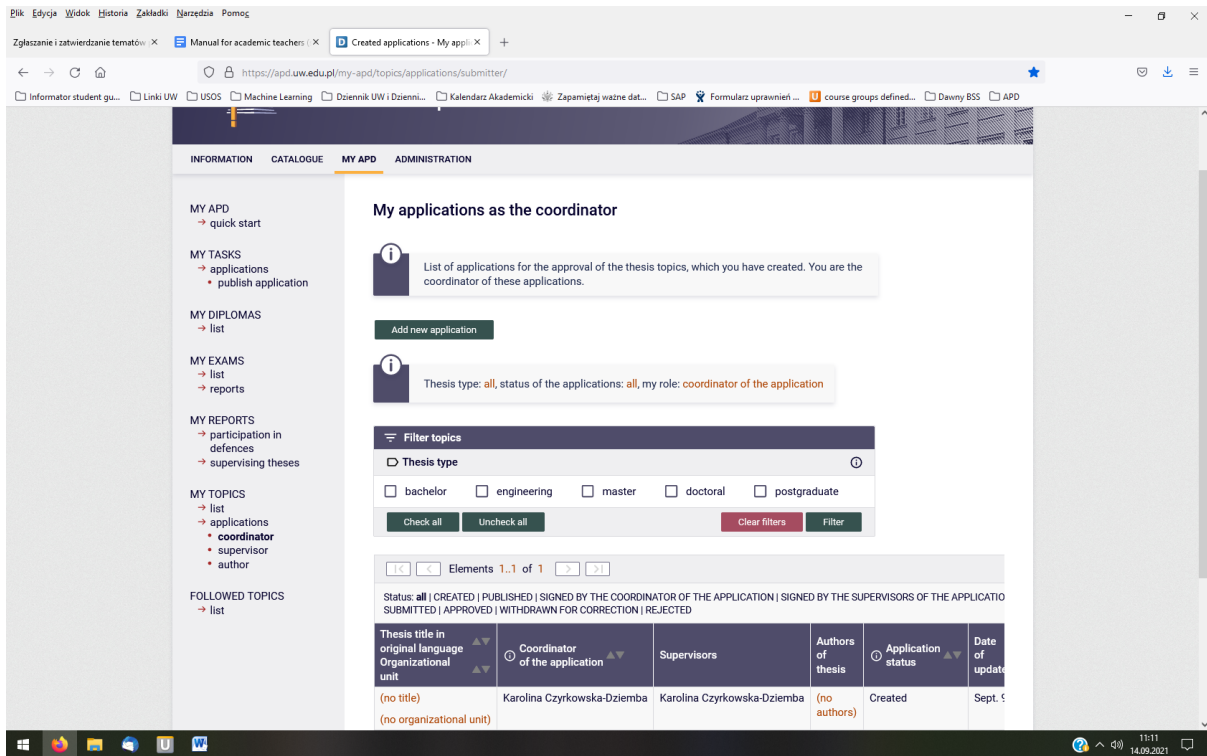

fig. 1

The green "Add new topic" button visible at the top of the page opens the screen that allows you to fill in basic information about the thesis, such as, among others: thesis topic, language, thesis type (bachelor/master), organisational unit where the thesis is being written (Faculty of MIM code: 10000000), Erasmus code (standard: 11100 for mathematics and 11300 for computer science and bioinformatics), seminar or proseminar, and details of the supervisor and author(s) of the thesis.
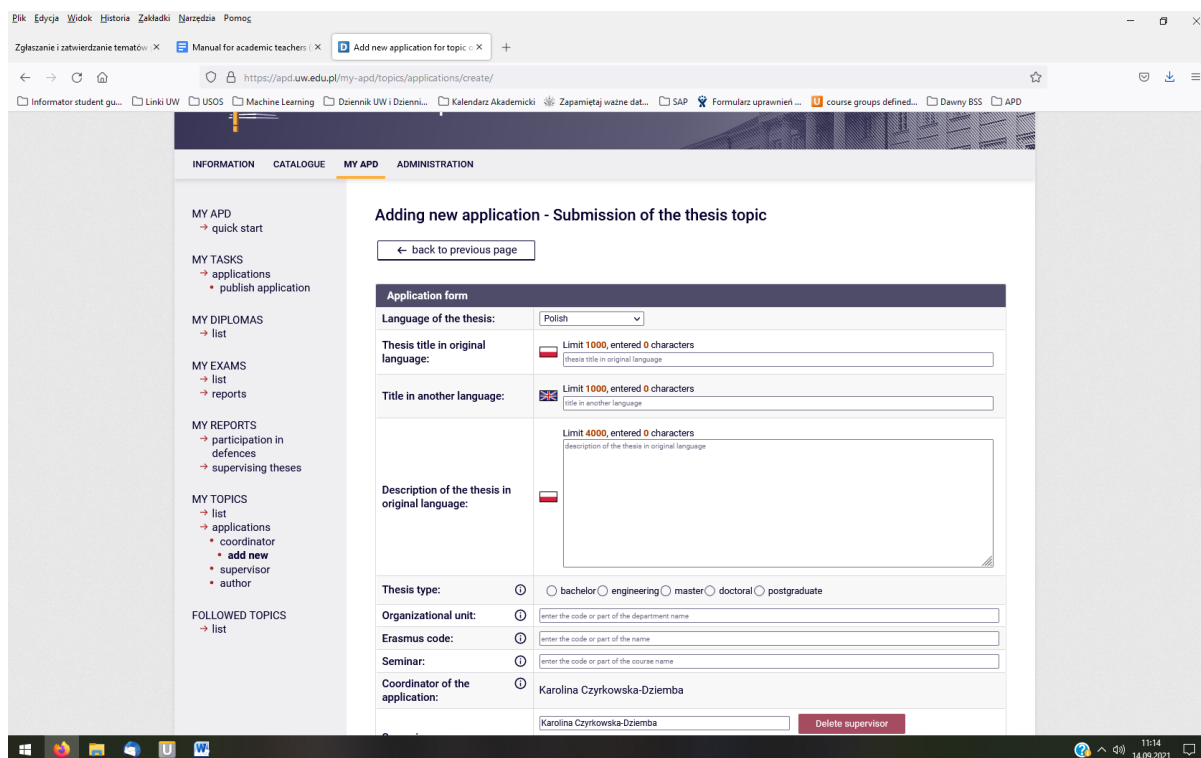
fig. 2

"Supervisors" field:

The person who created a new application automatically becomes its coordinator and is indicated by default as a thesis supervisor (the supervisor can be changed using the button "delete supervisor"; in this case three people will be involved in the process of approval of the topic: the application coordinator, the supervisor and the thesis author).

The "Add Supervisor" button allows you to enter the details of the co-supervisor of the thesis (in the case of people from outside the UW, it will be necessary to enter in advance their details in USOS with the status "part-time/non-regular employee").

"Authors of thesis" field:

Filling in the first 3 letters of the student's surname or digits of the student's ID No. in the form, develops a tick list. Select the appropriate person, and then select from the drop-down list the study programme, on which the thesis is being written, the type of certificate (a diploma assigned to a particular field and level/cycle of study) and the code of the field of study (mathematics/informatics/bioinformatics respectively);

In the case of students studying in one field of study, the system will suggest only one option to complete the study programme and certificate. The name/code of the field of study should be filled in manually.
NOTE: in the case of mathematics students with a specialization in MSEM, the specialization "MSEM" shall be added using the "Add specialization" button.

The "Add author" button allows you to create applications for theses written jointly by several students. When creating an application, none of the field is required and can remain blank until the application is signed by the supervisor/coordinator of the application and the author.

The "**save**" button at the bottom of the screen saves the data entered. If not all fields of the form have been completed, the system displays a message which reads: "*Not all fields needed to submit the application for approval have been filled in. Fill in the missing fields to unlock the possibility of placing the signatures: (...). The application is awaiting publication - it will then become visible to the supervisors and the authors of the thesis*."

Completing the missing information is possible by selecting the "Edit" button, while selecting the "Publish" button makes the application available to the thesis supervisor and author. Supervisor and thesis author can complete the missing data. Once the missing data has been completed, the system will inform the supervisor about the possibility of signing the application (and the student can sign the application only after it has been signed by the supervisor).

Until a complete set of signatures has been collected, the application may be edited, but any change will invalidate/cancel the signatures previously submitted.

From the menu (My topics->Applications) you can see the basic information about the application, the tab "Signatures" (which allows you to check which of the persons involved have already signed the application) and the information about the composition and the decision of the committee approving the topics (if it has been defined).

If no committee approval is required for the topic, the application is automatically approved once the coordinator, supervisor and author sign

the application (or only the supervisor and author if the supervisor is also the application coordinator).

If approval by the committee is required, the collection of a full set of signatures results in its submission for approval. In this case, the application will be approved once the required number of signatures of the committee members and the chairperson have been collected.

Approval of the application results in adding the thesis topic to APD and to USOS. From now on, the thesis will be visible in APD in the "My theses" section.

Entering thesis data and adding files to the APD:

Initially, the thesis is at the "Entering thesis data" stage by the author, but **the possibility of modification is blocked**. To enable the student to enter abstract, keywords and upload the thesis file to APD, the thesis shall be forwarded for data and file entry using a dedicated button:

"Go to adding files" green button (on the right hand side of the page).

Forward the thesis for a review/Reviewers proposals:

Theses added to USOS using the module for thesis topic approval do not have assigned reviewers. Supervisors, after expressing their positive opinion about the thesis in the step "Data acceptance", are automatically added to the list of thesis reviewers. After changing the status to **"Writing reviews"**, supervisors get the opportunity to indicate further reviewers. Uploading the review of the diploma thesis is one-time only and can be performed only before the thesis transition to the state "Thesis is ready for defence".

Uploading for review is made from the thesis information page, from the 'reviewers' tab.

The choice of a reviewer is limited to active full-time and part-time staff. The supervisor also has the possibility to copy a suggested reviewer from another author of a thesis (this applies to theses written jointly by several students). This is done using the "Copy" button next to the name of the target author.

Clicking on the "Save" button does not yet mean submitting the suggested reviewers to the approvers. In order to do so, use the "Submit suggestions of reviewers/reviewers proposals" button.