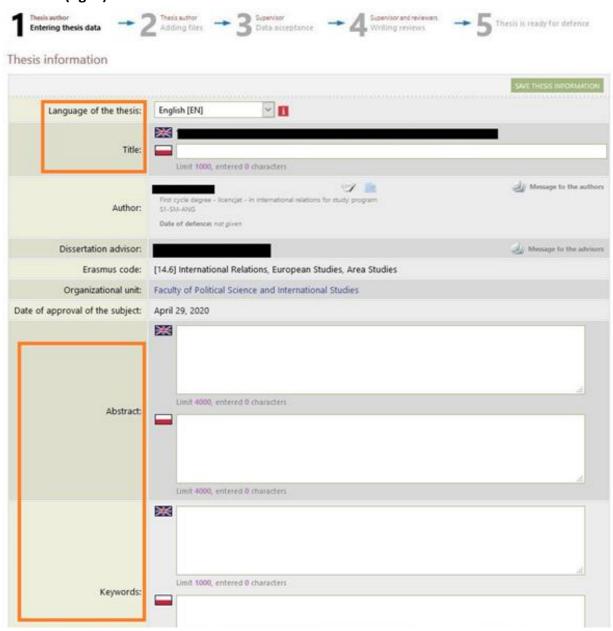**Submission of a thesis to APD - instruction for students**

On the basis of the decision of the head of the teaching unit, a Dean's Office employee enters into the USOS system a set of information necessary for the conduct of the diploma examination, and then notifies the student and the supervisor of the thesis about the possibility of submitting the diploma thesis to APD.

Note! According to § 47 of the Regulations of Studies at the University of Warsaw, the student should submit their thesis to APD in the form of a PDF file at least 14 days before the planned date of the examination.

 Tasks of the student - author of the thesis

STEP 1 (fig. 1)

The author of the thesis supplements data in APD (*Entering thesis data*): language of the thesis (if not added), title (in English and Polish) as well as an abstract and keywords only in English (Fig. 1). The changes are confirmed by clicking the *Save thesis data button.*

Note! ! In the same step (*Entering thesis data*), the author of the thesis **reads the declarations and approves them** (Fig. 2). Without the approval of the declarations, the author will not be able to move on to the next step *(Adding files).* If the thesis was written by several authors, this requirement applies to all of them. **The declarations made in APD replace the declarations previously included in the front pages of the thesis.** In accordance with *Ordinance No. 120 of the Rector of UW of 5 June 2020 on submitting a diploma thesis and conducting remote diploma examinations*, **since 10 June 2020**, these statements shall not be included in the thesis.
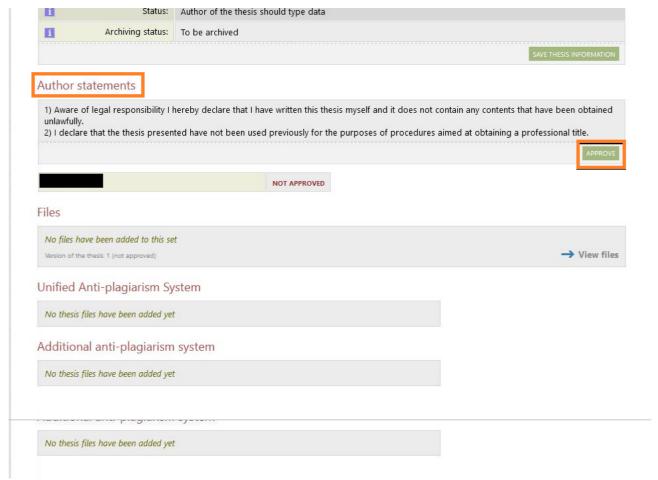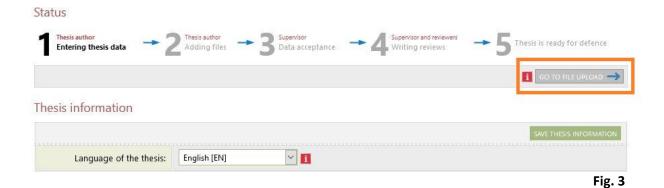

Fig. 2

After approving the declarations, the *Proceed to adding files* button becomes active, and the author of the thesis can move on to Step 2: *Adding files* (Fig. 3).

<div align="right">**Fig. 3**</div>

STEP 2

The author of the thesis **uploads the thesis as a PDF file**. The file should not be larger than 20 MB. The file name should be consistent with the pattern used at the University of Warsaw. Then, the author of the thesis moves on to Step 3 (Data Acceptance) using the Submit to the supervisor for approval button.

Note! Both the thesis and the required declarations are **submitted by the student in electronic form only**, so that they do not have to come to the Dean's Office in person when preparing for the diploma examination.