

Instructions for submission of final (bachelor, diploma, dissertation) thesis at STU

Obligations of student – brief description:

1. Insert final thesis (FT) into AIS – the actual text in PDF format, potential appendices may be in any format. Conversion of the thesis into PDF format may be done also by freely available means (e.g. PDF converter).
2. Insert “Additional information on FT” into AIS – in Slovak and English language, or in a third language if the language of the thesis is set to the third language. It is necessary to fill NAME, ABSTRACT and at least three KEY WORDS in all language variations.
3. Fill in a draft of the License contract (not possible without complying with paragraph 1).
4. “Submit” FT in AIS – by this step the correctness of all inserted data and correspondence between uploaded electronic version and paper version handed in at faculty are confirmed. **After successful submission no inserted data about FT will be further modifiable.**
5. Print the License contract; if necessary, print a Request of author for prolongation of deferment period – the relevant document will be generated according to the filled in draft (this is not possible without complying with paragraph 4.) Printing is possible also at a later time; it is necessary to print two exemplars of the License contract document.
6. Hand in the paper version of the thesis together with the License contract at the specified department of the faculty. After obtaining the review of the thesis supervisor, if the request for the deferment period for public release exceeds 12 months, hand in also the printed form of the Request.

1. Student can insert FT into AIS by using the application *Student's portal /Final theses /Insert the thesis and the appendices*

Student's portal

Study - MTF D-PHA ext [year 4], study period - 2013/2014 - post-graduate studies - MTF

My studies Course e-plans	E-study record List of topics	My schoolmates Coursework submissions	Study details My lectures sheet	Map of my study
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Final theses

Use this application to work with a final thesis.

Basic information

A complete list of information about the final thesis follows.

Type of thesis: Dissertation thesis
 Thesis title: Entwicklung und Darstellung eines allgemeinen Modells zur Implementierung von Innovationsmanagement-Ansätzen der Öffentlichen Verwaltung in Industrieunternehmen
 Written by (author): Mgr. Maximilian Mazelle
 Responsible institute: Institute of Industrial Engineering and Management (MTF)
 Thesis supervisor: doc. Ing. František Horňák, PhD.
 Registration number: MTF-10905-7724
 State: current theses

Thesis has not been entered - Final thesis has not been entered in the information system.

Concealed parts of thesis:

- Reviews for final thesis

Display and download files (to display/hide Help click)

Instructions for submission of final thesis	Situation check	Display the assignment form	Display additional information	Print cover	Print cover (ang.)	Print title page	Print title page (ang.)
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Editing application (to display/hide Help click)

Insert additional information	Insert the thesis and the appendices	Licence contract	Date of submission	Statutory declaration on release of the thesis	Insert errata
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The actual text of the FT is submitted solely in PDF format and the inserted text must be convertible into “plain text”. Conversion of the thesis into PDF format may be done by using the freely available software, but it is necessary to choose one that does not convert all the content into images but preserves the text parts in the form of text (PDF Converter may be suitable). The portal of the Central register of final theses (Centrálny register záverečných prác – CRZP), on the website <http://www.crzp.sk/> in the section “Links”, contains the application: “Simple tester of conversion from PDF files into plain text” (Jednoduchý tester prevodu PDF súborov na plain text) where the prepared file may be tested. The text of the thesis after conversion must contain at least 500 words, otherwise it will not be processed by the portal of CRZP and a protocol of the originality verification will not be created.

Potential appendices may be in any format. The student may mark one of the inserted appendices as “special classified appendix”, which will be always available only to the thesis supervisor and dissertation readers.

Thesis appendices

Following table shows appendices to the supervised final thesis. If you wish to download the appendix, click on the icon in the column Appendix.

199 MiB is the quota for inserting the appendices.

Set.	Name	Attachment	Date of insertion
<input type="checkbox"/>	Clenstva.pdf (classified appendix)		18. 06. 2014
<input type="checkbox"/>	rc_tvp_rozvrh_akce.XLS		18. 06. 2014

Delete

To insert a file click on the Browse button and select the file you wish to insert. Click on the Insert the appendix button to confirm the insertion.

File: No file selected.

Defence presentation

Author of the thesis may enter the final thesis defence presentation to the information system. The File is entered as the thesis appendix and is subsequently defined as defence presentation. Defining the appendix as defence presentation is possible here.

 Defence presentation% was not set

You have more final thesis appendices entered. If you wish to set an appendix as the final thesis defence, choose it from the list below and press the button Set defence presentation.

-- select file from a list --

Special classified appendix

Author of the thesis may enter the final thesis special classified appendix to the information system. The File is entered as the thesis appendix and is subsequently defined as special classified appendix. Defining the appendix as special classified appendix is possible here. Classified appendix is accessible only to those people related to your final thesis.

File 0s defined as Clenstva.pdf.

You have more final thesis appendices entered. If you wish to set an appendix as the final thesis defence, choose it from the list below and press the button Set defence presentation.

Clenstva.pdf
 -- select file from a list --
 Clenstva.pdf
 rc_tvp_rozvrh_akce.XLS

You will be informed about successful/unsuccessful insertion of the thesis immediately by the application. After the successful insertion of the thesis the section will be marked as completed.

Important: Until you press “Submit the work” (described in paragraph 4) you can delete the inserted files and insert them anew.

- In the next step, insert the additional information on FT by using the application *Student's portal / Final theses / Insert additional information*.

Student's portal

Study - MTF D-PMA ext [year 4], study period - 2013/2014 - post-graduate studies - MTF

My studies Course e-plans E-study record List of topics My schoolmates Coursework submissions Study details My lectures sheet Map of my study

Final theses

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Basic information

A complete list of information about the final thesis follows.

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 Written by (author): Mgr. Maximilian Mazelle
 Responsible institute: Institute of Industrial Engineering and Management (MTF)
 Thesis supervisor: doc. Ing. František Horňák, PhD.
 Registration number: MTF-10905-7724
 State: current theses

Thesis has been entered - Final thesis was entered in the information system, but its submission failed to be finally confirmed. The author can still make modifications to the thesis.

Concealed parts of thesis:

- Reviews for final thesis

Display and download files (to display/hide Help click)

Instructions for submission of final thesis Situation check Display the assignment form Display additional information Final thesis Print cover Print cover (ang.) Print title page Print title page (ang.)

Editing application (to display/hide Help click)

Insert additional information Insert the thesis and the appendices Licence contract Date of submission Statutory declaration on release of the thesis Insert errata

In additional information you must select Language of final thesis, Name of thesis, Abstract and at least three Key words in Slovak and English language, or in a third language if the language of the thesis is set to the third language. For completion of this section all parts must be completely filled in; you will receive notification about this from the system. The Name of thesis section is pre-filled according to Thesis Assignment in the language version corresponding with the language set for the thesis.

Additional information about final theses

Use this application to insert additional information for the final theses. The following information is considered to be additional: language of the thesis, thesis title, summary, formula clause and key words.

Basic information

Basic information about a final thesis

Type of thesis: Dissertation thesis
 Thesis title: Entwicklung und Darstellung eines allgemeinen Modells zur Implementierung von Innovationsmanagement-Ansätzen der Öffentlichen Verwaltung in Industrieunternehmen
 Written by (author): Mgr. Maximilian Mazelle
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 State: current theses

The additional information is still incomplete.

- The language of the final thesis was not stated.
- Foreign language versions are incomplete.
- Key word list is incomplete.
- There are no matchings in any foreign language version with the given thesis title.

Language of final thesis

The language of the final thesis is a compulsory item. Select the language from the list and click on the Select button. The currently selected language of the thesis is: not entered.

-- select language of thesis -- Choose

Language alternatives

The following table contains the information about filling in all individual items in all language variants. You can edit the information after pressing the button in the column Modify.

The required additional information is thesis title, summary and at least three key words. You need to supply the information in all foreign language versions.

Sel.	Language	Title of the thesis	Summary	Key words	Modify
	Slovak	not	not	0	
	English	not	not	0	

Important: Until you press "Submit the work" (as described in paragraph 4), you can delete the inserted files and insert them anew.

- After insertion of the thesis file, it is necessary to fill in a draft of the Licence Contract of author by using the application *Student's portal / Final theses / License Contract*.

Student's portal

Study - MTF D-PHA ext [year 4], study period - 2013/2014 - post-graduate studies - MTF

My studies Course e-plans	E-study record List of topics	My schoolmates Coursework submissions	Study details My lectures sheet	Map of my study
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Final theses

Use this application to work with a final thesis.

Basic information

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Type of thesis:	Dissertation thesis
Thesis title:	Entwicklung und Darstellung eines allgemeinen Modells zur Implementierung von Innovationsmanagement-Ansätzen der Öffentlichen Verwaltung in Industrieunternehmen
Written by (author):	Mgr. Maximilian Mazelle
Responsible institute:	Institute of Industrial Engineering and Management (MTF)
Thesis supervisor:	doc. Ing. František Horňák, PhD.
Registration number:	MTF-10905-7724
State:	current theses

Thesis has been entered - Final thesis was entered in the information system, but its submission failed to be finally confirmed. The author can still make modifications to the thesis.

Concealed parts of thesis:

- Reviews for final thesis

Display and download files (to display/hide Help click)

Instructions for submission of final thesis	Situation check	Display the assignment form	Display additional information	Final thesis	Print cover	Print cover (ang.)	Print title page
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Editing application (to display/hide Help click)

Insert additional information	Insert the thesis and the appendices	Licence contract	Date of submission	Statutory declaration on release of the thesis	Insert errata
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The License Contract is made between a student, the author of the thesis, and The Slovak Republic, which is the user of the thesis represented by a university/faculty. According to this Contract and abiding by the conditions agreed upon in the Contract, the user of the thesis is allowed to provide a digital copy of the thesis to the public by means of CRZP. The student chooses always only one option from the menu. If any of the options is not available, it means that this option is not yet supported by STU.

In the section "Method of application of the work and license extent", the author selects if the work can be released for publication by CRZP without a deferment period, or he/she wants to set a deferment period. The permitted deferment period must be a whole number from 1 to 36 (months). If the setting of the deferment period is longer than 12 months, the written consent of the dean, or rector in the case of students from the Institute of Management (Ústav manažmentu), is necessary. In this case, the student is obliged to fill out a reason for the required deferment period, to print the "Request of author for prolongation of deferment period", and to provide also a statement from the thesis supervisor about the Request. The academic officer will mark the statement of the dean/rector into the AIS. In the case of statement of disapproval, the student will be informed by email containing also a period proposed by dean/rector. The student must edit the draft of the License Contract, print it out and hand it in again. If the student accepts the period proposed by the dean/rector and edits the draft of the License Contract in this way, this period will be automatically considered as approved and it is not necessary to print the Request again. If the student does not accept the period but sets a different period longer than 12 months again, the whole approval procedure must be repeated. The License Contract is not considered as concluded during this process.

The student fulfils his obligation when he/she has filled in and saved a draft of the License Contract without a deferment period or with the period equal or shorter than 12 months, or has had approved a deferment period longer than 12 months.

Licence contract draft

After entering additional information and e-version of the final thesis in the information system the author is obliged to confirm correctness of the information filled in, and to submit the final thesis. After confirmation of submitting it is no longer possible to work with the entered thesis and additional information.

Basic information

Basic information about a final thesis

Type of thesis: Dissertation thesis
 Thesis title: Entwicklung und Darstellung eines allgemeinen Modells zur Implementierung von Innovationsmanagement-Ansätzen der Öffentlichen Verwaltung in Industrieunternehmen
 Written by (author): Mgr. Maximilian Mazelle
 Thesis supervisor: doc. Ing. František Horňák, PhD.
 Registration number: MTF-10905-7724
 State: current theses

Thesis has been entered - Final thesis was entered in the information system, but its submission failed to be finally confirmed. The author can still make modifications to the thesis.

Selected values are only displayed. In order to save them click on the Save entered information button.

Author of the thesis is obliged to close the draft of the licence contract. The draft can be modified until the thesis submission has been confirmed.

Method of application of the work and licence extent

(2) User is authorized to release the work for public presentation once it has been filed in the register.

- ☐ no sooner than months on the date of the work registration (reason needs to be stated only when the deferment period is longer than 12 months)
- ☒ without deferment period

(3) User is authorized to release the work for public presentation.

- ☐ only applying
 - ☒ without applying
- such technology preventing the public from permanently saving the work on memory medium or printing it.

Final provisions

(1) This contract is concluded and drawn up

- ☒ in two paper versions, one for each party
- ☐ in electronic version stored in the university's information system

(3) The parties to the contract claim that they entered into the contract on their own will and seriously. They act neither in error nor distress, they fully understand the subject matter of the contract and sign it in demonstration of their agreement with it.

- ☒ in hand
- ☐ mechanically

Important: It is possible to fill out a draft of the License Contract only if the section "Insert the final thesis" (paragraph 1) is completed. The Conclusion of the License Contract is an essential condition of permitting the student to thesis defence.

4. Another important and essential step is to "Submit" FT by using the application *Student's portal / Final thesis / Submit final thesis*

Student's portal

Study - MTF D-PHA ext [year 4], study period - 2013/2014 - post-graduate studies - MTF

My studies Course e-plans E-study record List of topics My schoolmates Coursework submissions Study details My lectures sheet Map of my study

Final theses

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 Registration number: MTF-10905-7724
 State: current theses

Thesis has been entered - Final thesis was entered in the information system, but its submission failed to be finally confirmed. The author can still make modifications to the thesis.

Concealed parts of thesis:

- Reviews for final thesis

Display and download files (to display/hide Help click)

Instructions for submission of final thesis
 Situation check
 Display the assignment form
 Display additional information
 Final thesis
 Print cover
 Print cover (ang.)
 Print title page
 Print title page (ang.)

Editing application (to display/hide Help click)

Insert additional information
 Insert the thesis and the appendices
 Licence contract
 Date of submission
 Statutory declaration on release of the thesis
 Insert errata

For successful submission, all three previous sections must be completed, otherwise it is not possible to submit FT and the application notifies the student about this fact.

By submission of the thesis, the student finishes the whole process of inserting FT into AIS, confirms the correctness of all inserted data, and confirms accordance of the electronic version with the paper version.

Important: Successful submission is an irretrievable action that will block editing of all previous sections. From that moment it is not possible to return the work from the system to the student for revision; on the same day, it is automatically sent to CRZP portal for originality verification. Protocol from originality verification will be available to the student and thesis supervisor and it will be in the appendix of Record of state exam proposed to the state exam committee during the defence of FT.

5. Successful submission of FT into AIS will make it possible for the student to print the License Contract and, in case of need, also the "Request of author for prolongation of deferment period for public release".

Student's portal

Study - MTF D-PHA ext [year 4], study period - 2013/2014 - post-graduate studies - MTF

My studies Course e-plans	E-study record List of topics	My schoolmates Coursework submissions	Study details My lectures sheet	Map of my study
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 State: current theses

Comparison of theses - Submitted thesis is being checked by theses comparing software.

Concealed parts of thesis:

- Final thesis (final thesis appendices)
- Reviews for final thesis

Display and download files (to display/hide Help click)

Instructions for submission of final thesis	Situation check	Display the assignment form	Display additional information	Final thesis	Print licence contract	Student's request for public release	Print cover
Print cover (ang.)	Print title page	Print title page (ang.)	Protocol				

Editing application (to display/hide Help click)

Insert additional information	Insert the thesis and the appendices	Licence contract	Date of submission	Statutory declaration on release of the thesis	Insert errata
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The form of the License Contract will be generated in two exemplars in PDF format immediately after submission of the thesis, but it is available also any time later in the application *Student's portal / Final theses*. This form is filled out by the system. It is only necessary to sign it and hand it in along with the paper version of the thesis at the specified department.

AIS will be able to generate the form in PDF format only if the user has set the default type of print as Print into PDF format. This can be verified this and, in case of need, the setting can be changed by clicking on the icon "Select printer", which can be found in the upper part of the screen – its location depends on selected design, but the icon contains the image of a printer and, when the cursor is moved over the icon, the description "Select printer" will appear.



Here is the end of the student's obligations connected with submission of FT into AIS.

Important: In the case a student fails in defence of the final thesis, it will be possible to return the thesis to the student for revision. This is available in the applications of the thesis supervisor and academic officer. After revision of the thesis, the student will repeat the whole procedure of Insertion and Submission of FT into AIS.

If the thesis or part of it was released in a periodic publication or as a non-periodic publication prior to the defence, the student can fill out the "Statutory declaration on release of the thesis", in which he/she provides detailed information about the publication. This data will be sent to CRZP by AIS and, based on this, the provider of the register is obliged to stop making the work or its part available to the public.

If the thesis was released for publication only after the defence, the AIS system will not allow the student to fill out the Statutory declaration, but the necessary forms will be available to the author on the website of STU. A "Request for stop making the work available" along with the Statutory declaration must be sent by the author to the provider of CRZP by other means than AIS.

