

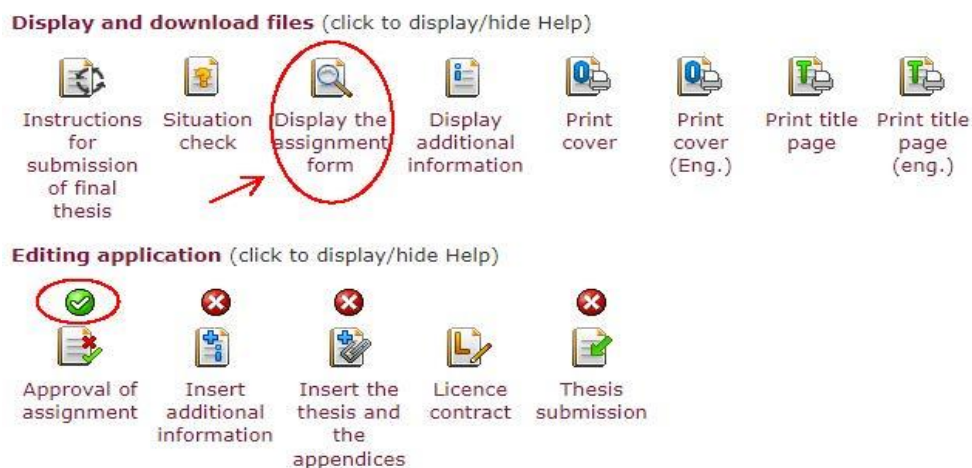
## Instructions for submission of final (bachelor, diploma, dissertation) thesis at STU in the academic year 2020/2021 for students

### Obligations of student – brief description:

1. Download the assignment form in pdf format and insert it into the pdf of final thesis (FT)
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 (only if it has not been filled in by the thesis supervisor, thesis name in a foreign language must be consulted with thesis supervisor) , ABSTRACT and at least three KEY WORDS in all language variations.
3. 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).
4. Finalize the licence contract proposal
5. “Submit” FT in AIS – by this step the correctness of all inserted data is confirmed. **After successful submission no inserted data about FT will be further modifiable.** After submission, the FT is sent to the Central register of final and qualification theses (CRZP) for an originality/plagiarism check.

### Obligations of student – illustrative procedure:

1. You can download the final draft of the assignment form through the Student portal application / Final thesis / Display the assignment form



*Important: You can only print the assignment form if it has been previously approved.*

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

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



## Editing application (click to display/hide Help)



In additional information you must select Language of final thesis, Name of thesis (if it has not been filled in by the thesis supervisor), 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 additional information is still incomplete.**
- 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

Compulsory item of additional information is the language of final thesis. Select language from the list and click on the Choose button. Currently selected language of thesis: **Slovak**.

## 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.

Language	Title of the thesis	Summary	Key words	Modify
Slovak	no	no	0	
English	no	no	0	

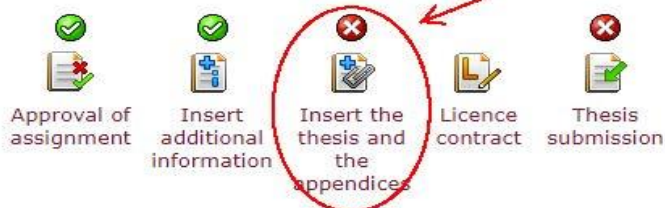
*Important: Until you press "Submit the work" (as described in paragraph 5), you can delete the inserted information and insert them anew.*

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

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## Editing application (click to display/hide Help)



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, dissertation readers and state examinations panel members of the student.

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 5) 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 / Licence Contract*

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## Editing application (click to display/hide Help)



The Licence 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. Only a LC that has been electronically signed by both parties is considered complete. 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 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, is necessary. In this case, the student is obliged to fill out a reason for the required deferment period. 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. The License Contract is not considered as concluded during this process.

After desired values have been saved, it is necessary to Generate a preview of the contract for review, then refresh the page  and sign the LC.

The student fulfils their obligation when they have 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.

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.

 **Návrh licenční smlouvy čeká na vygenerování náhledu a podpis autora**

#### 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) Tato smlouva vyhotovena

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

(3) Smluvní strany prohlašují, že smlouvu uzavřeli svobodně a vážně, nejednali v omylu ani v tísni, jejímu obsahu porozuměli a vyjadřují souhlas s jejím obsahem

- ☐ in hand
- ☒ electronically

 **Před podpisem vygenerujte náhled tlačítkem Generate a dokument zkontrolujte. Po vygenerování použijte odkaz  pro obnovení stránky. Nakonec dokument podepíše tlačítkem Sign.**



*Important: It is possible to fill out a draft of the License Contract only if the section “Insert the final thesis” (paragraph 3) is completed. The Conclusion of the License Contract is an essential condition of permitting the student to thesis defence.*

After the LC has been finalized and signed by both contract parties, the student can save/print the final version of the license contract.

- Another important and essential step is to “Submit” FT by using the application *Student’s portal / Final thesis / Submit final thesis*



For successful submission, all three previous sections must be completed (signing of the LC by STU is done subsequently), 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.

*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.*

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.

