

REQUEST FOR AN EXTENSION OF THE STANDSTILL PERIOD.

Postponement of publication of the thesis for more than 12 months is possible only with justification, which the student has approved by the responsible person of the faculty

You request the extension of the standstill period directly in the system AIS.

DO SO SUFFICIENTLY IN ADVANCE, PLEASE!

1

LOG IN TO THE SYSTEM

Start your internet browser and enter <http://moja.uniba.sk> in the address bar. Change your language in upper right corner to **EN**.

Then click on **AIS2**. (1)

Log in to **AIS2** using **your login name** and **password**. If you do not have a login or password yet, contact the password administrator of **your faculty** (<http://www.uniba.sk/spravcoviahesiel>) or CePIT (phone +421 2 592 44 944). (2,3)

The image illustrates the login process for the AIS2 system in three numbered steps:

- 1.** A red-bordered box highlights the AIS2 logo and navigation links: "AIS2 Android app" and "Guides and manuals".
- 2.** A red-bordered box highlights the login form fields: "User login" (with a red "2." next to it), a "Sign In" button, and a "Browser test" link.
- 3.** A red-bordered box highlights the login page content: "Login to AIS2 of Univerzita Komenského", a text input field containing "revayova1", a password input field with masked characters ".....", a checkbox for "Clear prior granting of permission for release of your information to this service.", and a red "Login" button.

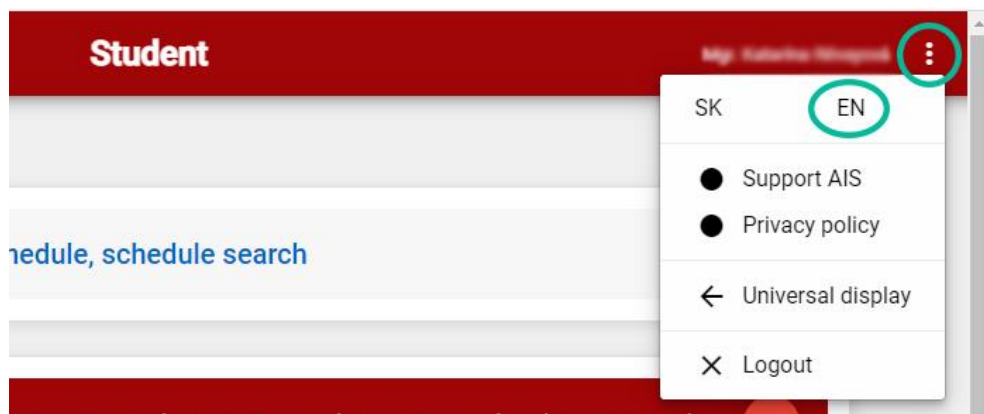
If you encounter problems or need any assistance, please contact the study department of your faculty or the AIS2 Hotline operated by CePIT (Center for IT Support at Comenius University) at: +421 2 59244 944. The hotline is available between 7 a.m. and 8 p.m. on workdays and between 9 a.m. and 12 p.m. during the weekend.

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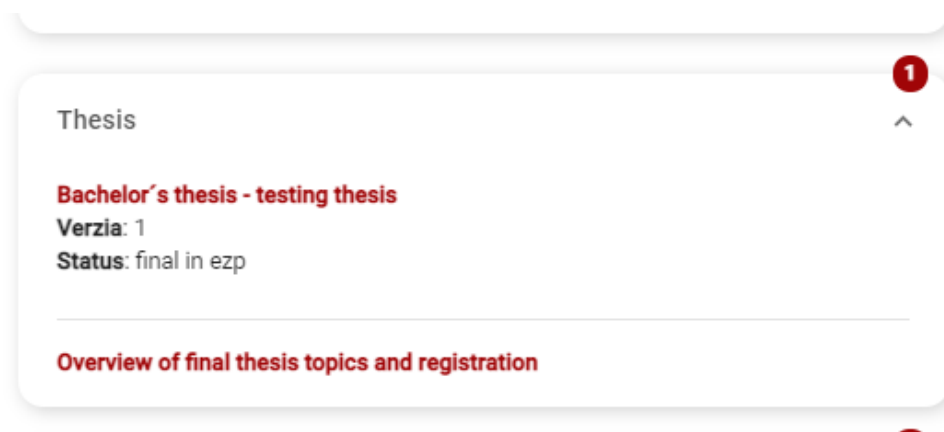
Once you are logged in you'll see the welcome screen of AIS2.

Switch to English (EN) in the upper right corner if you need to.

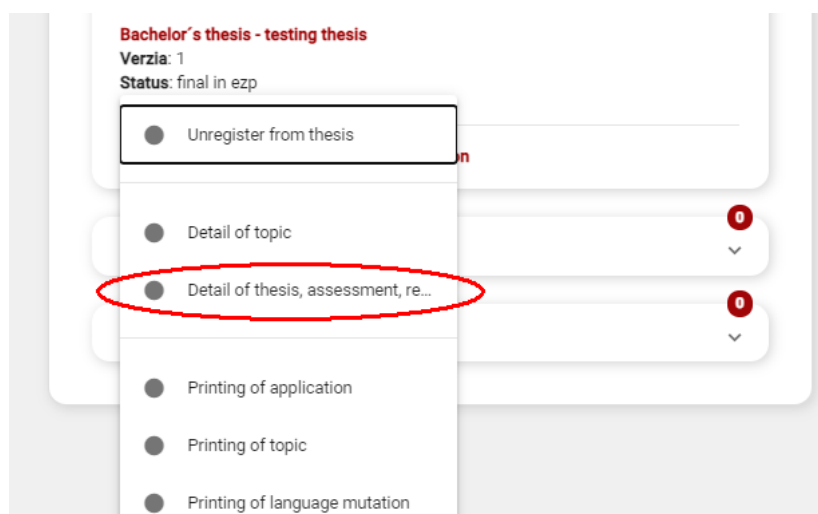
2



Click on the **Thesis** section in the middle of the screen to display a drop-down menu



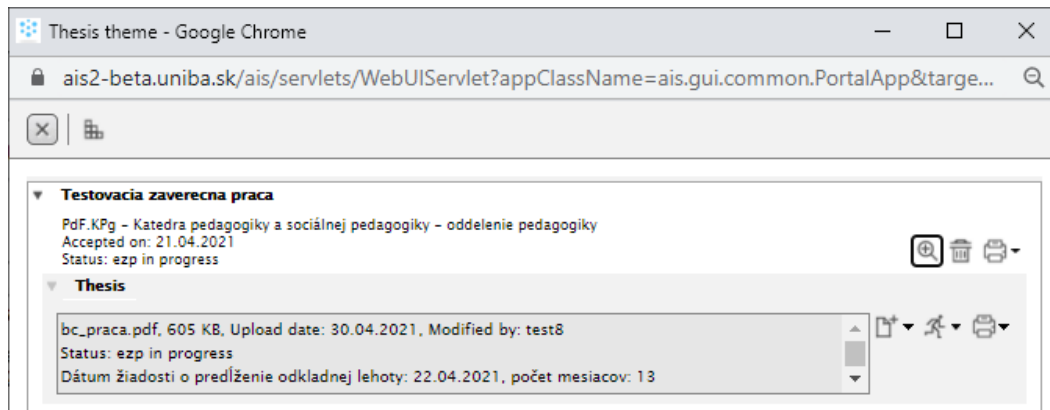
By clicking on the name of your Theses, you will see dropdown menu, choose **Detail of thesis, assesment..**



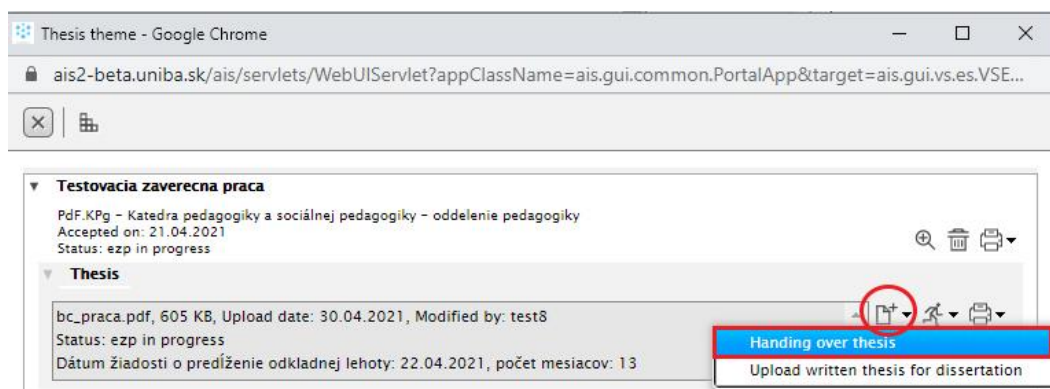
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In a new window, it is important to pay attention to the status of your thesis. If the status is **ezp in progress**, everything is ready to upload the thesis into the system.

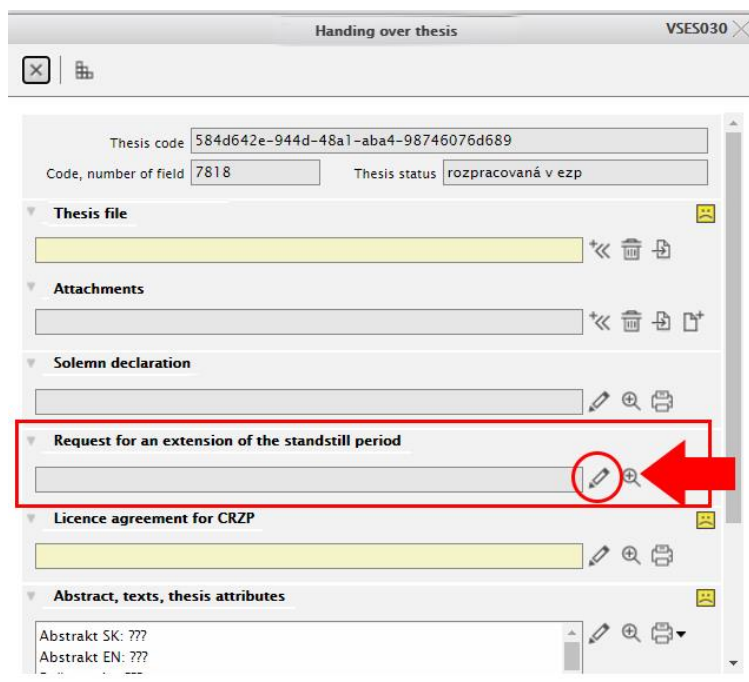
3



Click on the icon with plus an than **Handing over thesis**



In new window click on the **pencil icon: Register a request for an extension of the standstill period.**



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In a new window is necessary to write the count of months (more than 12) and also the justification. Later it will be approved by responsible person at the faculty.

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Request for an extension of the standstill period VSES390

Student Test8 CePIT

Thesis Testovacia zaverecna praca

Application

After its inclusion in the register, make the work available to the public at the earliest 13 months from the date of registration o...

Justification for example, the reason is that thesis is important for some project

Date 22.04.2021

Approval of the request

Statement

Application

After filling in, press OK.

Your Thesis window changes and you wait for the approval or disapproval of your request

Handing over thesis VSES030

Thesis code 584d642e-944d-48a1-aba4-98746076d689

Code, number of field 7818 Thesis status rozpracovaná v ezp

Thesis file

Attachments

Solemn declaration

Request for an extension of the standstill period

Dátum žiadosti: 22.04.2021, počet mesiacov: 13

Licence agreement for CRZP

Abstract, texts, thesis attributes

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After approval or disapproval, you can continue with sending thesis. (<https://uniba.sk/en/about/faculties-and-units/cit/citps/ais/prirucky-a-navody/>)

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When you finish working with the AIS2, close all application windows and **DON'T FORGET TO LOG OUT**. Do this by clicking the three dots in the upper right corner of the AIS2 window and selecting **log out**.

