

## HOW TO SUBMIT YOUR THESIS VIA AIS2.

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### 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)

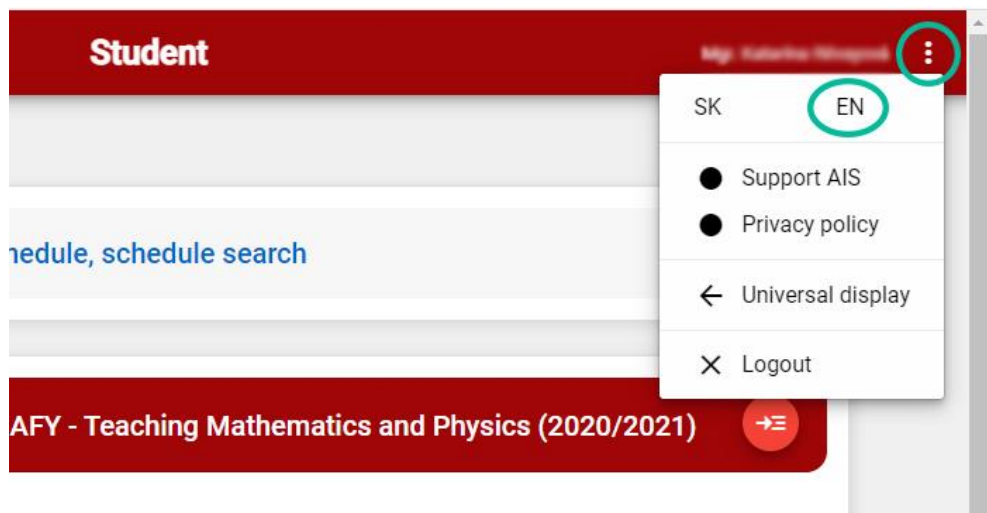
**1.** Click on the AIS2 icon in the top navigation bar. Below the icon, there are links for "AIS2 Android app" and "Guides and manuals".

**2.** In the "User login" form, enter your login name and click the "Sign In" button. There is also a "Browser test" button below.

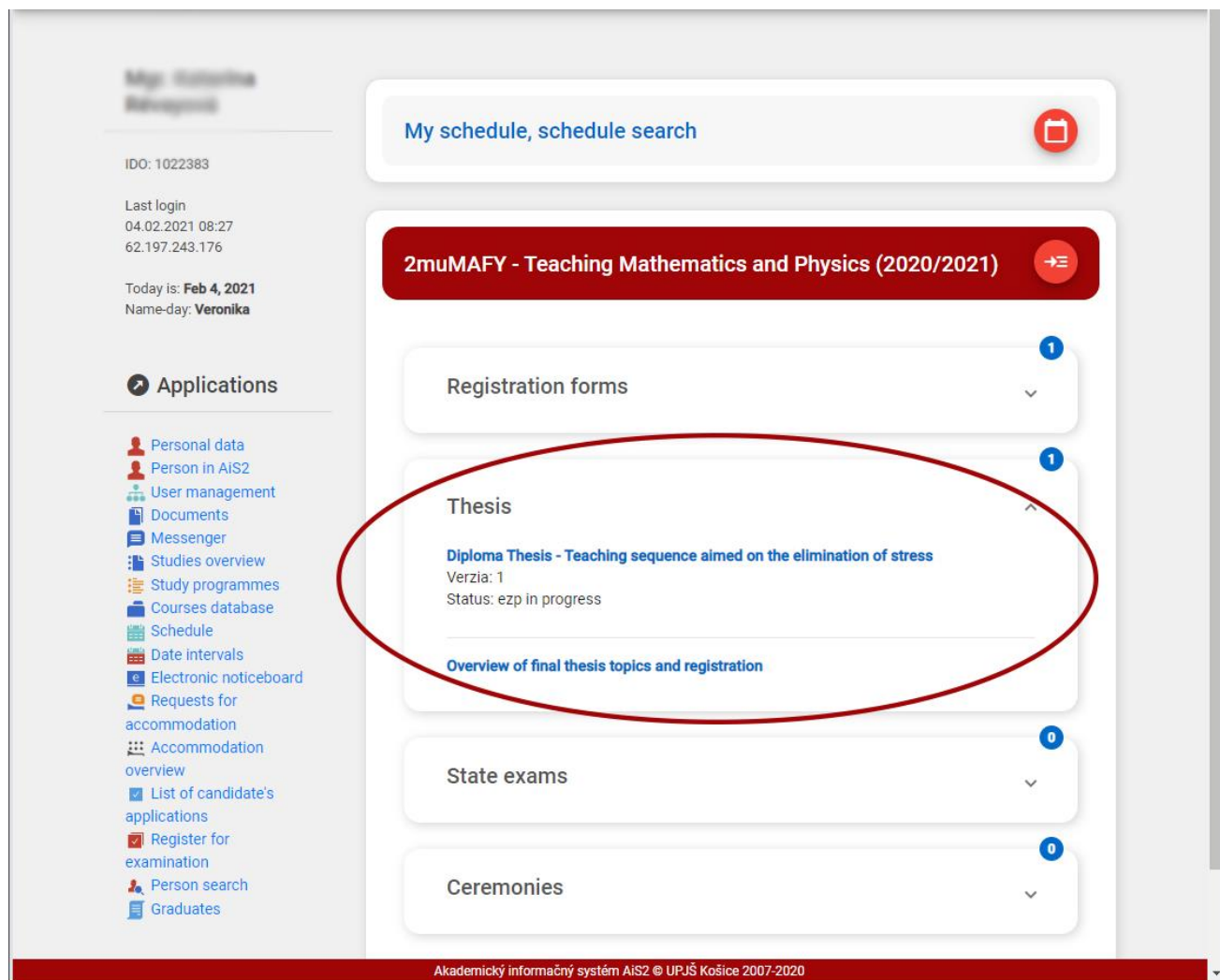
**3.** In the "Login to AIS2 of Univerzita Komenského" form, enter your login name (e.g., "revayova1") and your password. There is a checkbox for "Clear prior granting of permission for release of your information to this service." and a "Login" button at the bottom.

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.



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

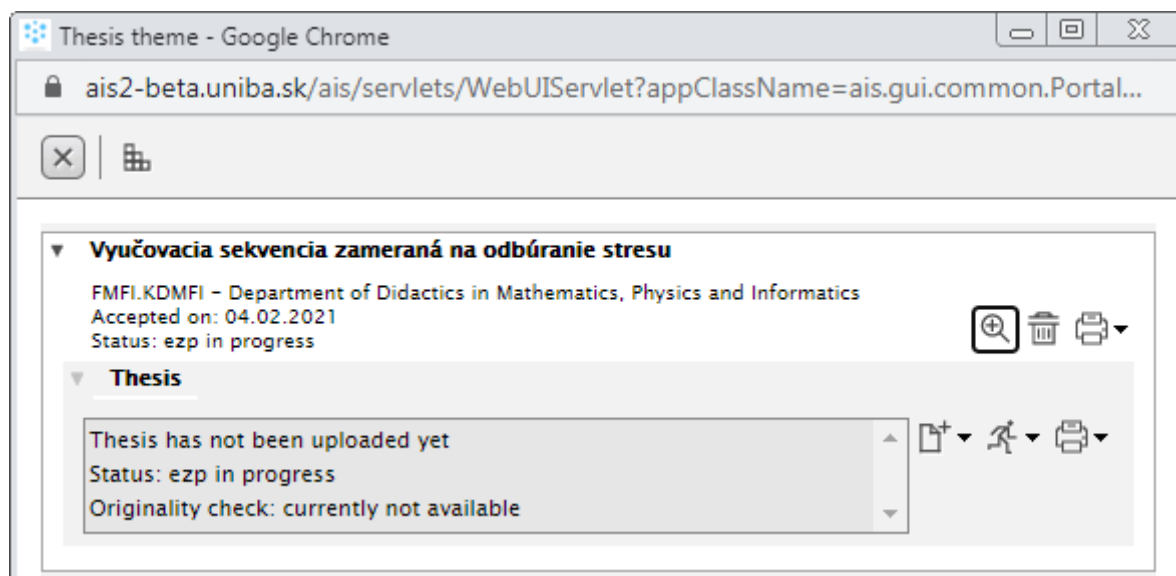


If you encounter problems or need any assistance, please contact the study department of your faculty or the AIS2 Hotline operated by CePIT (Center for IT Support at Comenius University) at: +421 2 59244 944. The hotline is available between 7 a.m. and 8 p.m. on workdays and between 9 a.m. and 12 p.m.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

According to CU regulation 12/2013 every student is obliged to submit the final thesis in printed and electronic form **at least 3 weeks before the date of the defence**. Students submit the thesis in electronic form using the application **VSES017 - Study, enrollment letters, theses, state exams**.

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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.



### Formal thesis requirements:




- The thesis must be in **PDF format** ( [how to convert to PDF using CutePDF](#) )
- The thesis must be convertible to text ( [test if your file can be converted to text](#) )
- The thesis **may not be protected from viewing by a password**
- The printed and electronic versions must be **identical**

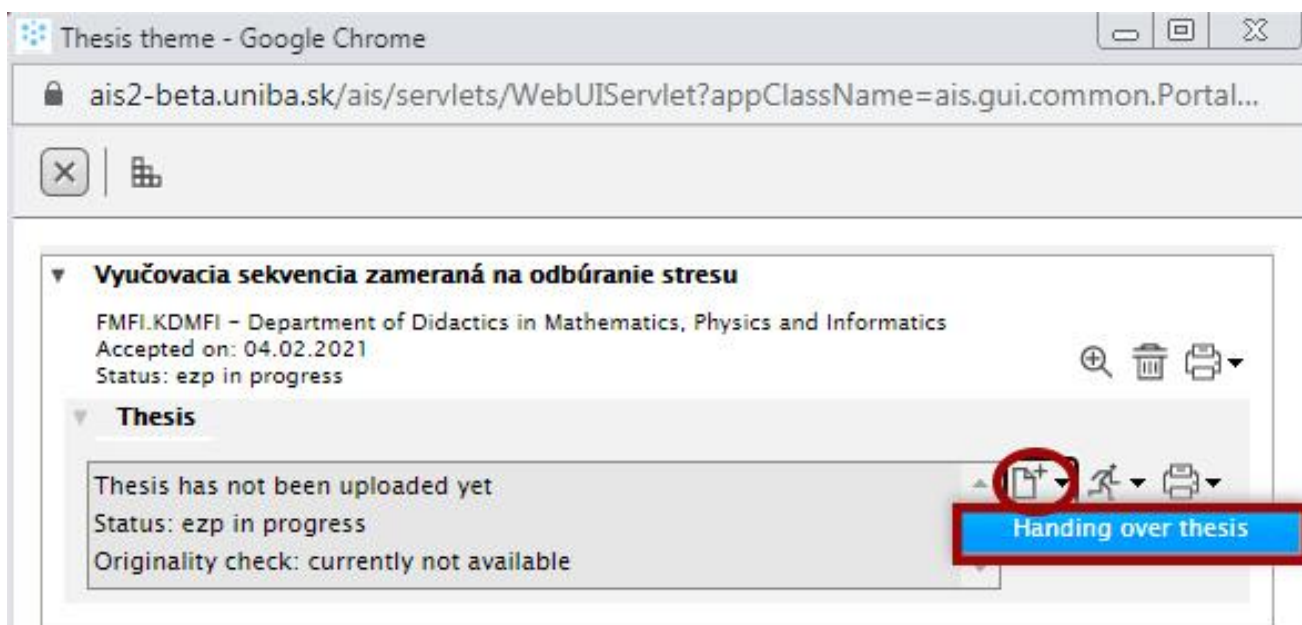
The student submits the electronic version of the thesis through AIS and is required to enter additional required data. AIS automatically generates a Licence Agreement (LA) in which the author agrees to the conditions of publication and use of the work.

The student marks the final version of the thesis as **Final**. This final version will be sent for an **originality check**. Your tutor or thesis supervisor, and thesis opponent will be informed of the originality test result.

## How to submit the electronic version of the thesis.

The following options are available at the top of a new window:

-  **Magnifier** allows you to see a close-up of the assignment
-  **The trashcan icon** allows you to unsubscribe from an assignment
-  **The printer icon** allows you to print the assignment or other documents

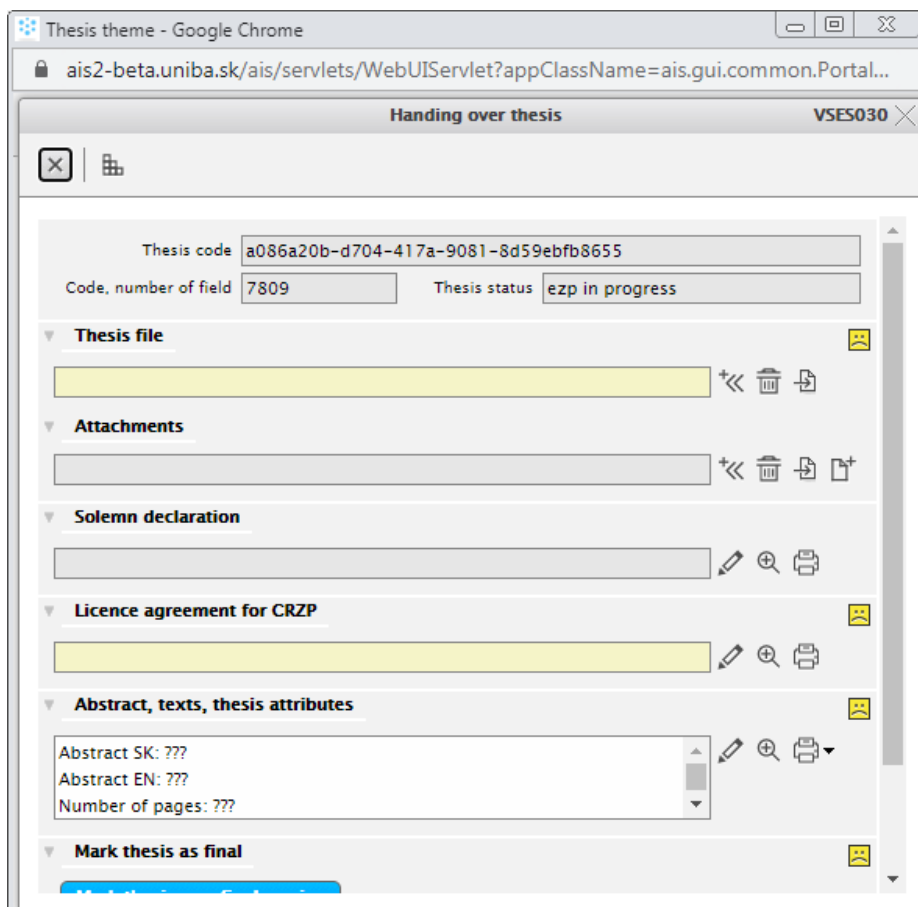


The second row of icons contains



Use this icon to upload the thesis file. Before you do this, make sure you have a PDF file and that the file can be converted to text - check here: [www.crzp.sk/testDoc](http://www.crzp.sk/testDoc)

If you click on this icon the **Thesis Submission** window appears



In this window fields which are **mandatory and need to be filled in** are highlighted in yellow. A yellow emoticon in the right column informs you that something is missing or is incorrect.







Click on this icon to select the thesis file on your computer. Once the file is uploaded the yellow field will display file details (filename, size, upload date, person who modified the file) and the yellow emoticon changes to green.



Click on the trashcan icon to delete a file and the arrow icon to download a file to your computer.

Next we show how to upload attachments to the thesis.



-  upload an attachment from your computer
-  remove an uploaded attachment
-  download attachment to your computer
-  upload another attachment - add several files if needed.

The next field allows you make a declaration if your work was **previously published elsewhere**.

**▼ Solemn declaration**





The following field **on the licence agreement** is obligatory.

**▼ Licence agreement for CRZP**






 **Use the pencil icon to register the licence agreement.**

**Licence agreement for CRZP**
VSES313 ✕

OK
✕
☰

of digital copies of the work to the public in a manner enabling mass access and only through the central register of final, rigorous and habilitation theses (hereinafter "the register").

(2) The user is authorized to make the work available to the public after its inclusion in ...

at the earliest after  months from the date of the work registrati...

without standstill period.

(3) The user is authorized to make the work available to the public

only with use

even without use

such technological measures that will prevent the public from permanently storing the ... storage media or print it.

(4) A license granted by the author under this contract is non-exclusive and spatially without restriction.

(5) The author grants the user a license for a period of 70 years from the date of regist... in the register.

**▼ Signature of the author of the licence agreement**

Sign electronically by giving consent through the university information system

Person

Date  Place

At the bottom of the window is place where you have to tick for electronically sign. Also you have to write a place where you are signing your Licence Agreement (Bratislava, Nitra, Košice, etc).

Once confirmed, the field will display the following:

**Licence agreement for CRZP**

Dátum: 12.12.2020, Sprístupnenie: bez odkladnej lehoty

**!!! It is not necessary print out the Licence Agreement.**

**Abstract, texts, thesis attributes** is another obligatory section which needs to be filled in.

**Abstract, texts, thesis attributes**

Abstract SK: ???  
 Abstract EN: ???  
 Number of pages: ???

using the pencil icon you can register abstracts in the official language and any secondary language, as well as the number of pages and any other attributes, if necessary. The **Text** tab becomes accessible if your thesis is **Practical**, i.e. it is a work of visual arts, photography, music, etc. and has the **Practical work** attribute. In such case you do not fill in the number of pages, but you still do enter abstracts in both languages and the attributes of the work → on the **Text** tab, where you indicate artwork type, i.e. Visual Arts, Photography, etc. and the date of its first presentation (**which is obligatory**). You are also required to fill in the technical attributes and art notes.

Once this information is filled in and confirmed by clicking on **OK**, the field looks something like this:

**Abstract, texts, thesis attributes**

Abstract SK: Toto je abstrakt v slovenscine  
 Abstract EN: This is an abstract in English language  
 Number of pages: 121

### Marking the thesis as final

The last step is to mark the thesis as final.

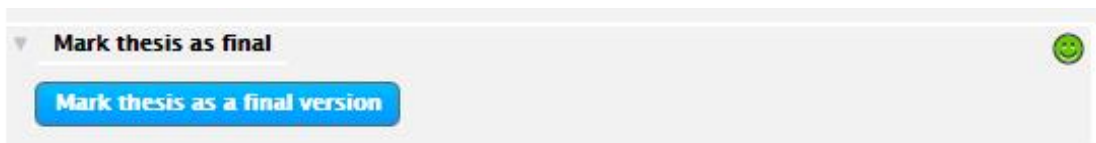
**Mark thesis as final**

Mark thesis as a final version

If any required information or data is missing the application will not allow you to mark the thesis as final.

The system will not let you proceed unless you have filled in all the required information and it will alert you to any missing data, e.g. if no work was uploaded, the licence agreement was not registered, the number of pages or abstracts are missing.

After marking the thesis as final, this part of the window will look like:



The window can now be closed.

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**.

