

HOW TO SUBMIT YOUR THESIS VIA AIŠ2.

LOG IN TO THE SYSTEM

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

Then click on **AIŠ2**.

Log in to **AIŠ2** 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 call for CePIT (+421 2 9010 4444)

The image shows a sequence of three screenshots illustrating the login process:

- Step 1:** A box highlights the 'AIŠ2' link and the 'Guides and manuals' link in the top navigation bar.
- Step 2:** A box highlights the 'User login' link and the 'Sign In' button in the user menu.
- Step 3:** A box highlights the login form titled 'Login to AIŠ2 of Univerzita Komenského'. It contains two input fields (username and password), a checkbox for 'Clear prior granting of permission for release of your information to this service.', a 'Login' button, and two links: 'Forgot your password?' and 'IT support centre - CePIT'.

Once you are logged in, you'll see the welcome screen of AIŠ2.

Formal thesis requirements:

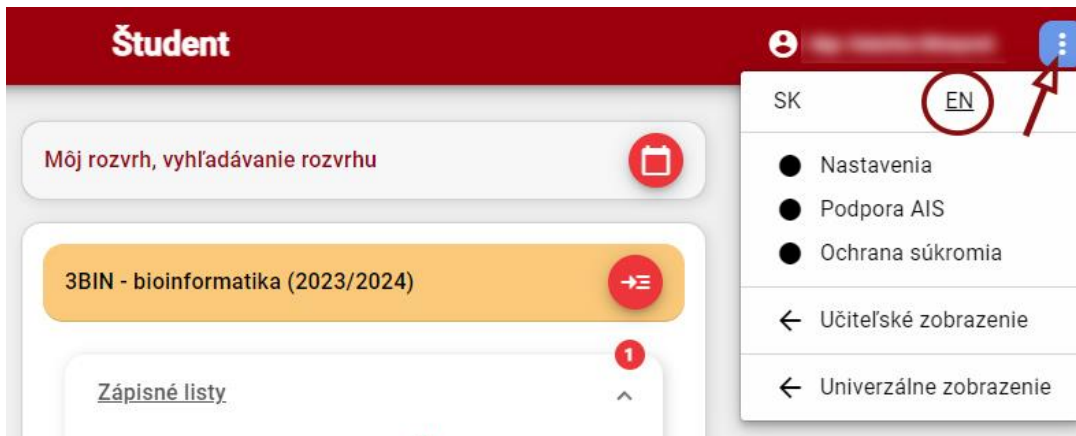
- The thesis must be in **PDF** format
- The thesis must be convertible to text ([plain text conversion test](#))
- Maximum size is 50MB
- The thesis **must not be password protected against reading**

Submission of the electronic version of the thesis is done via AIŠ, where the student is required to fill in the necessary data. He/she also completes and electronically signs a license agreement specifying how the thesis will be published and used.

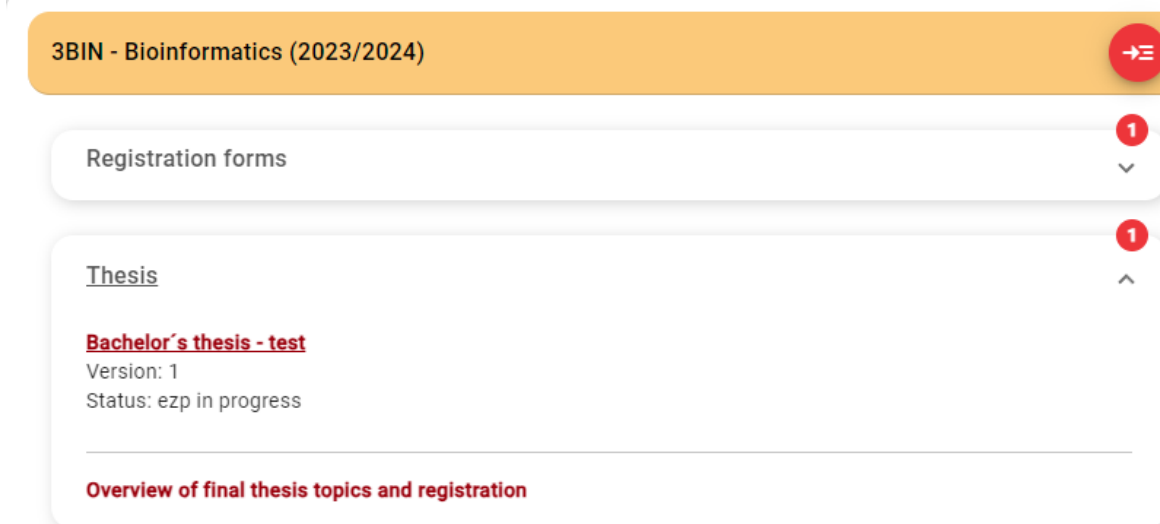
The student marks the final version of the thesis as **Final**. This final version will be automatically submitted to **CRZP** for **originality check**.

The result of the originality check will be visible in AIŠ. The student does not print the originality result and does not submit it anywhere.

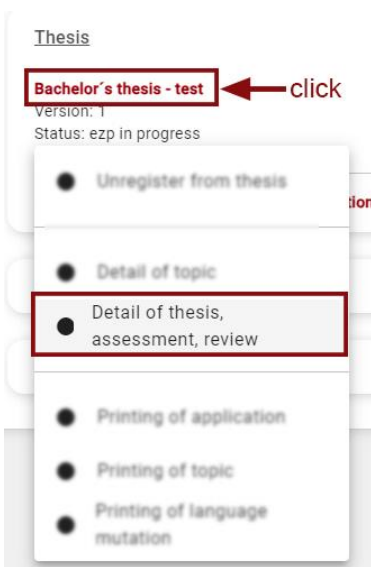
Switch to English (EN) in the upper right corner if you need to.



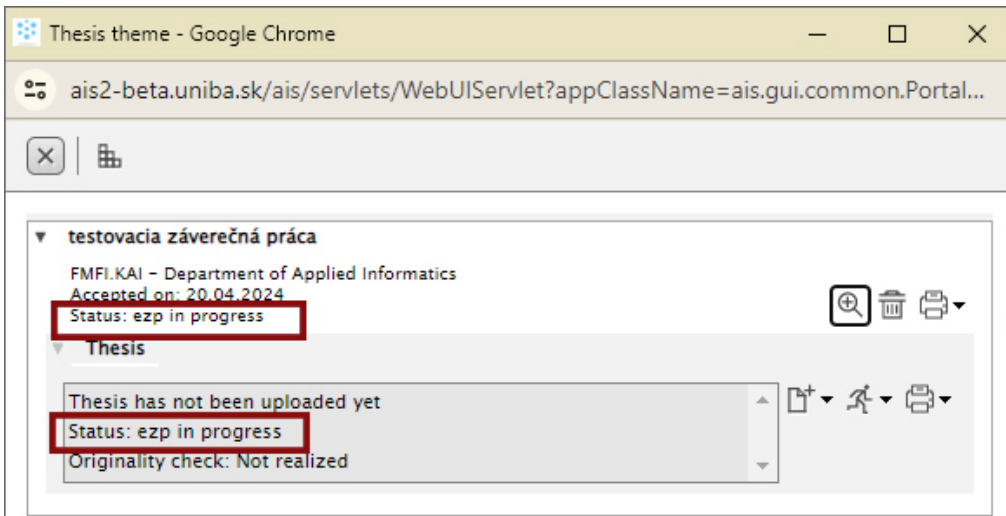
Click on the name of your Thesis in **Thesis** section (in the middle of the screen to display a drop-down menu)



According to CU regulation, 32/2024, every student is obliged to submit the final thesis in electronic form **at least 3 weeks before the date of the defence**. The student submits the electronic form of the thesis by clicking on the title of the thesis. Here a menu will appear, where you click on **Detail of thesis, assessment, review...**



It is important to pay attention to the status of your thesis. If the status is **ezp, in progress**, everything is ready, and you can upload the thesis into the system.



How to submit the electronic version of the thesis.

The following options are available at the top of a new window (first row on the right side):




Magnifier allows you to see a close-up of the assignment

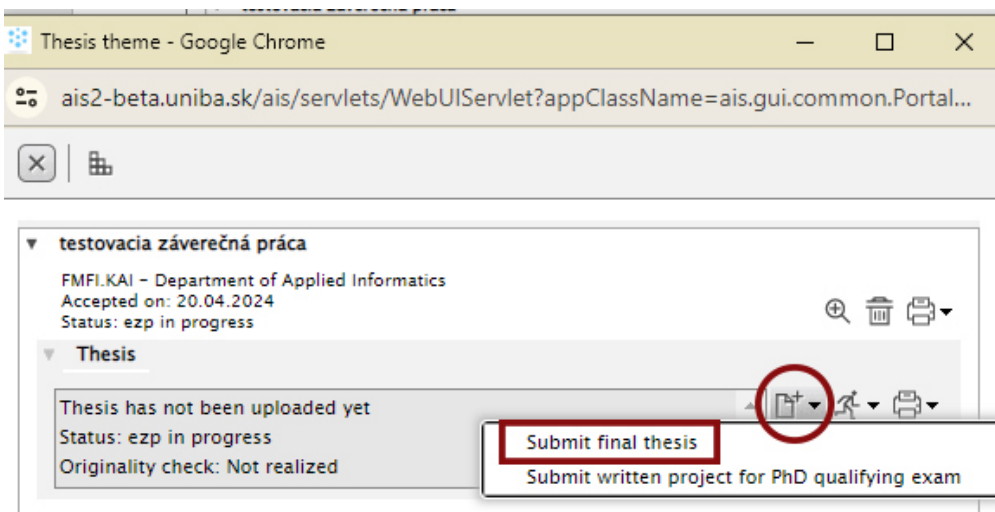


The trashcan icon allows you to unsubscribe from an assignment



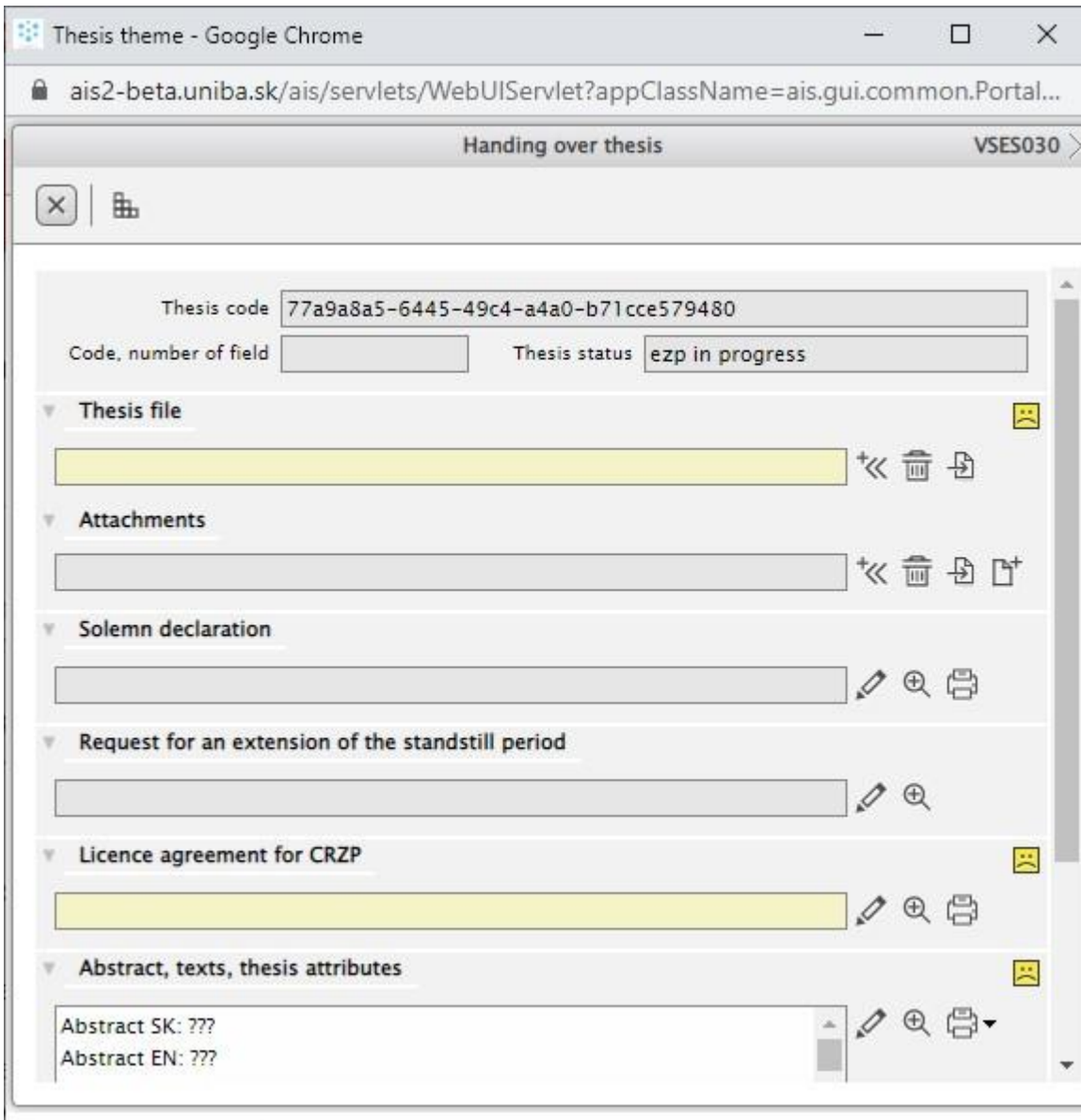
The printer icon allows you to print the assignment or other documents

The second row of icons contains 

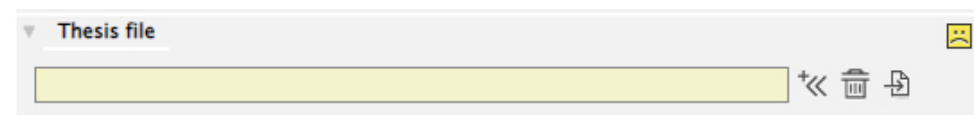


Use this icon to upload the thesis file. Before you do this, make sure you have a PDF file and that the file can be converted to text - check here: www.crzp.sk/testDoc

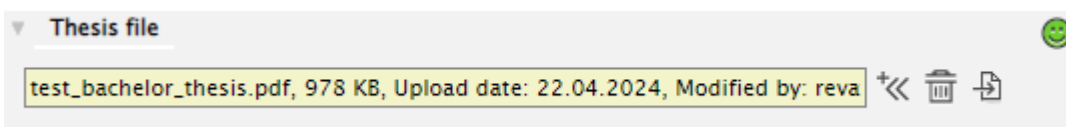
If you click on this icon, the **Submit final Thesis** window appears



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 will change to green.



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

Next we will show you how to upload attachments to the thesis.

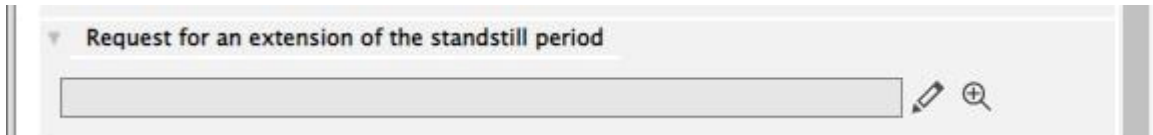


- +<< upload an attachment from your computer
- 🗑️ remove an uploaded attachment
- 📄 download attachment to your computer
- 📄+ upload another attachment - add several files if needed.

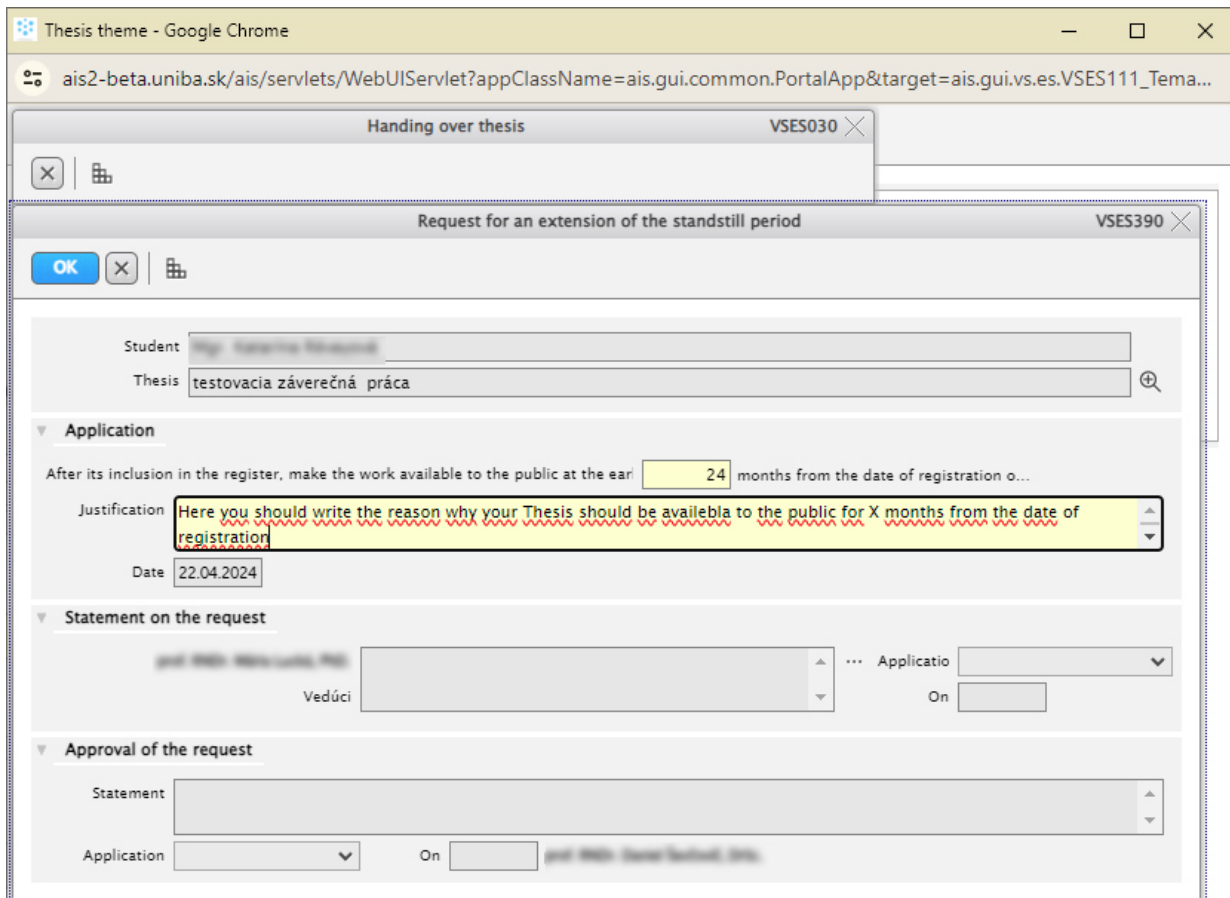
The next field allows you to make a declaration if your work was **previously published elsewhere**.



In the following field, click **Request for an extension of the standstill period**



Afterward, click on the **Pencil icon** following window appears



Here, you will request for an extension of the standstill period. You have to write down the reason why it should be not available for the exact count of months.

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

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 license agreement**

Sign electronically by giving consent through the university information system

Person

Date Place

▼ **Signature of the acquirer of the license agreement**

Sign electronically by giving consent through the university information system

At the bottom of the window is a place where you have to answer by electronically signing. 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**

Date: 22.04.2024, Accessing: without standstill period

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

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

The screenshot shows a form titled "Abstract, texts, thesis attributes" with a sad face icon in the top right corner. The form contains three text input fields: "Abstract SK: ???", "Abstract EN: ???", and "Number of pages: ???". To the right of the text area are icons for editing (pencil), zooming (magnifying glass), and printing (printer).

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 cases, 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 should look something like this:

The screenshot shows the same form as before, but now with a happy face icon in the top right corner. The text fields are filled with: "Abstract SK: Toto je abstrakt v slovincine", "Abstract EN: This is an abstract in English language", and "Number of pages: 121". The editing, zooming, and printing icons are still present.

Marking the thesis as final

The last step is to mark the thesis as final.

The screenshot shows a form titled "Mark thesis as final" with a sad face icon in the top right corner. Below the title is a blue button labeled "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 screenshot shows the same form as before, but now with a happy face icon in the top right corner. The blue button "Mark thesis as a final version" is still present.

The window can now be closed.

When you finish working with the AIS2, close all application windows and **DON'T FORGET TO LOG OUT**. In the AIS2 system window, you must click on your name in the upper right corner of the screen and then **Logout**.

