



HOW TO PREPARE THE THESIS

1. For writing of your thesis the **latest template has to be used** without any alterations to its preset content, otherwise it will be rejected by the Central Register of Theses and Dissertations (CRZP). We have also been instructed not to accept copies of the theses that won't match the templates. Therefore we would like to ask you to make sure that your theses are generated in accordance with the *Manual to use the template for writing the final work (thesis)* and *Instructions for preparation of the theses* (available on the university website), where you can find information about content, form and formal arrangements of the thesis together with examples of title page, hard cover, citations from different source texts, etc.
2. **Title of the thesis must be identical with the title of the thesis in AIS!**
3. The tutor is responsible for the content of the thesis (e.g. results, percentages, etc.) as well as for the formal side of it. Questions about segmentation of the text should be also answered by your tutor.
4. **Thesis extent (30 – 40 pages for bachelor, 50 – 60 pages for diploma)** includes everything, from the assignment, introduction, to the resume and references.
5. **Resume in Slovak language is mandatory** for theses written in foreign (English) language.
6. **References have to be used in line with instructions in manuals.** Please see below an extract from them:
 - a. It is recommended to use the method of citation according to the first entry of the source by inserting the first entry in the text in brackets (author's surname or the first word of the title) and the year of issue of the cited document. If the first entry is inserted directly in the text, then only the year of issue is written in the brackets. If two or more documents have the identical first entry and the identical year, they may be differentiated by lower case letters – a, b, c, etc. – after the year inside the brackets.
 - b. All individual items of References are arranged in alphabetical order. They are arranged according to the first entry (surname) followed by the year in which the document was issued.
 - c. Form of References layout is determined in style "References".

WHEN THE FINAL VERSION OF THE THESIS IS PREPARED

7. **Convert the final version of the thesis with its appendices to PDF.** There is no predetermined pattern for the name of the file, e.g. '*Diploma/Bachelor thesis – your full name*' is fine.
8. **Upload the final version of your thesis into the AiS system,** use *Manual to insert the thesis into the EZP storage*. When uploading, fill in and confirm all required sections. **The inserted thesis has to be identical to the thesis printed and submitted for the defence.**
9. Don't forget to **complete licence agreements in AiS** (one for the university and one for CRZP). Instructions are also in *Manual to insert the thesis into the EZP storage*.



10. Prepare PDF file of the hard cover front page (use thesis hard cover template). **Don't forget to type in your individual Evidence number**, which is usually distributed by email in January.
11. Save the PDF file of your thesis on an electronic medium (CD). **PDF file of your thesis that is saved on CD has to be password protected against modification of the document (not against opening it)**. CD then has to be labelled with your name, surname, title of the thesis and abbreviation of study programme (GVM or JSP is sufficient), placed in a plastic/paper cover and attached to the inside of the back page of the hard cover of your thesis after it's printed.

PRINTING OF THE THESIS

12. **Printing of the theses by the university library and editorial centre is highly recommended because hard covers of the theses should contain logo of the university. If you want to print your thesis there, bring to the Office for foreign studies (not later than two days before the official submission date) PDF file with the final version of your thesis and separate PDF file of the hard cover front page.** We will check if everything is completed according to the instructions and the thesis will be sent for printing. Before you come to the Office for printing of your thesis, make sure that the thesis is uploaded into the AiS.
13. **Licence agreements and the analytical list will be printed by us at the Office for foreign studies** afterwards, due to that they can only be printed from your AiS account in Slovak language and we need them in English. These documents will be prepared for you by the time you hand in the hard copy of the thesis, CD, etc.
14. Finally you need to check at the editorial centre if your printed **hardback copy of the thesis is ready and bring it to the Office for foreign studies before the official submission date together with one copy of printed and signed tutor's assessment** and in case of a cooperation with the consultant specialist, **one copy of printed and signed consultant specialist's assessment as well**. Don't forget to sign your hardback copy of the thesis yourself and also get it signed by your tutor as well. The analytical list and licence agreements will be ready for you to sign them at the Office.
15. **For submission only one hardback copy of your thesis is required.** You can make additional copies for yourself or for your tutor and also paperback copies are available in black and white.

ADDITIONAL INFORMATION

16. **Don't forget that at least 10 days before the thesis submission to the Office for foreign studies (advisable before printing), you are bound by Study guidelines to submit the thesis to your tutor for evaluation.** If you fail to respect the date, the tutor has a right to not prepare the tutor's assessment and to not recommend the thesis for defence.
17. Students who restrict access to their thesis in licence agreements for university, have to submit also signed document *Declaration on the providing of school work without the possibility to make the work accessible* in two copies.



18. *Statutory declaration on the issue of thesis published in periodicals and non-periodicals* in one copy is submitted only by students who have already published or intend to publish their theses.
19. **After the thesis submission, the thesis is sent for test of originality.** Each thesis is being assessed individually by the central system, and originality is also judged based on individual chapters of the thesis, the character of the thesis and the methods of work. **Result of originality test is printed by the tutor and delivered to the Office for foreign studies not later than 14 days before the defence of the thesis.** Test of originality is not evaluated based on certain percentage limit as passed (below the limit) or failed (above the limit). If the percentage results are too high, details of the originality test are revised during the thesis defence.