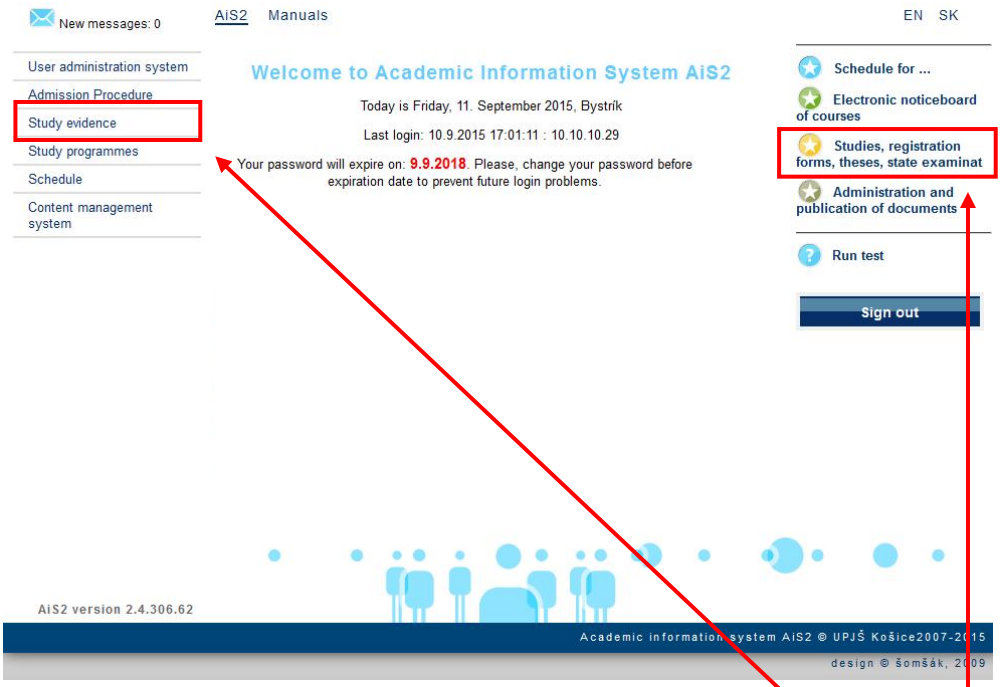
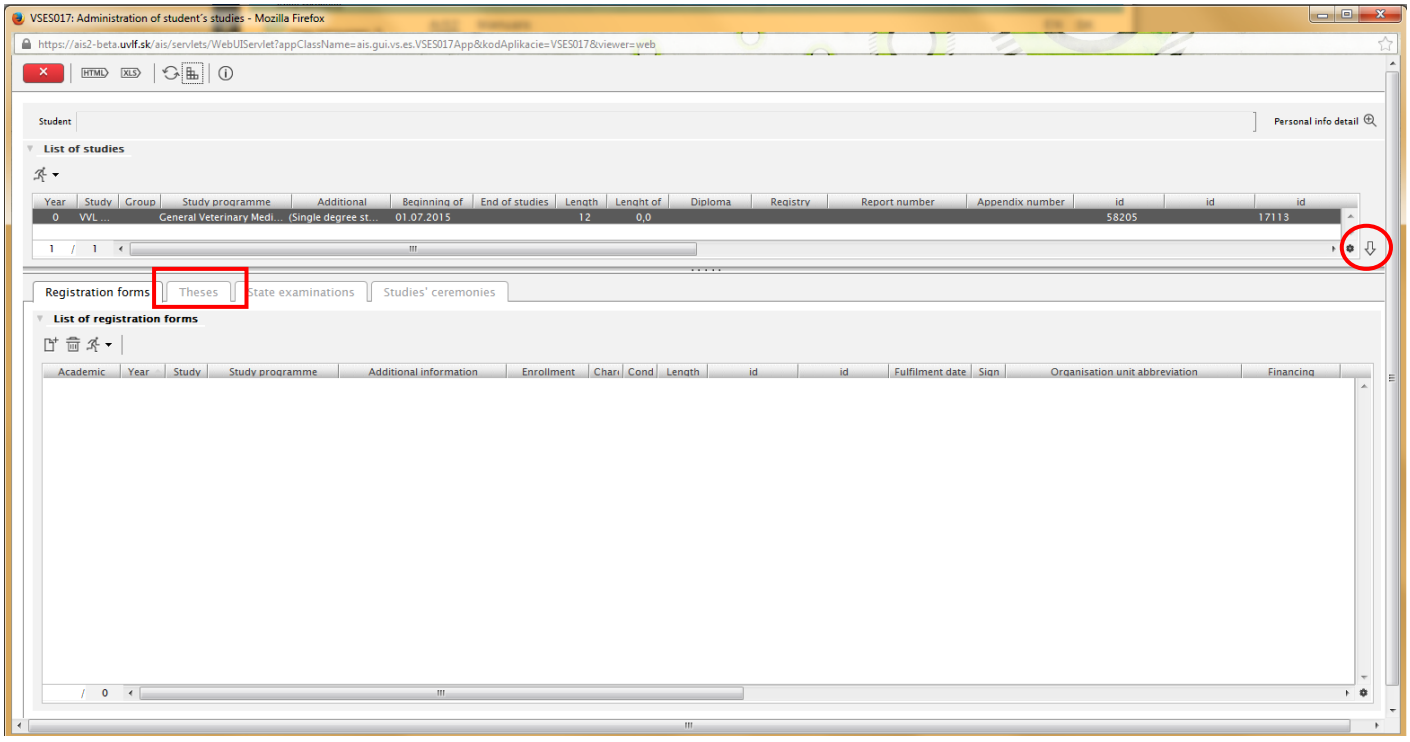
THESIS INSERTION INTO THE EZP STORAGE IN THE ACADEMIC INFORMATION SYSTEM AiS2

- your personal screen after login into the Academic Information System AiS2 of UVMP in Košice

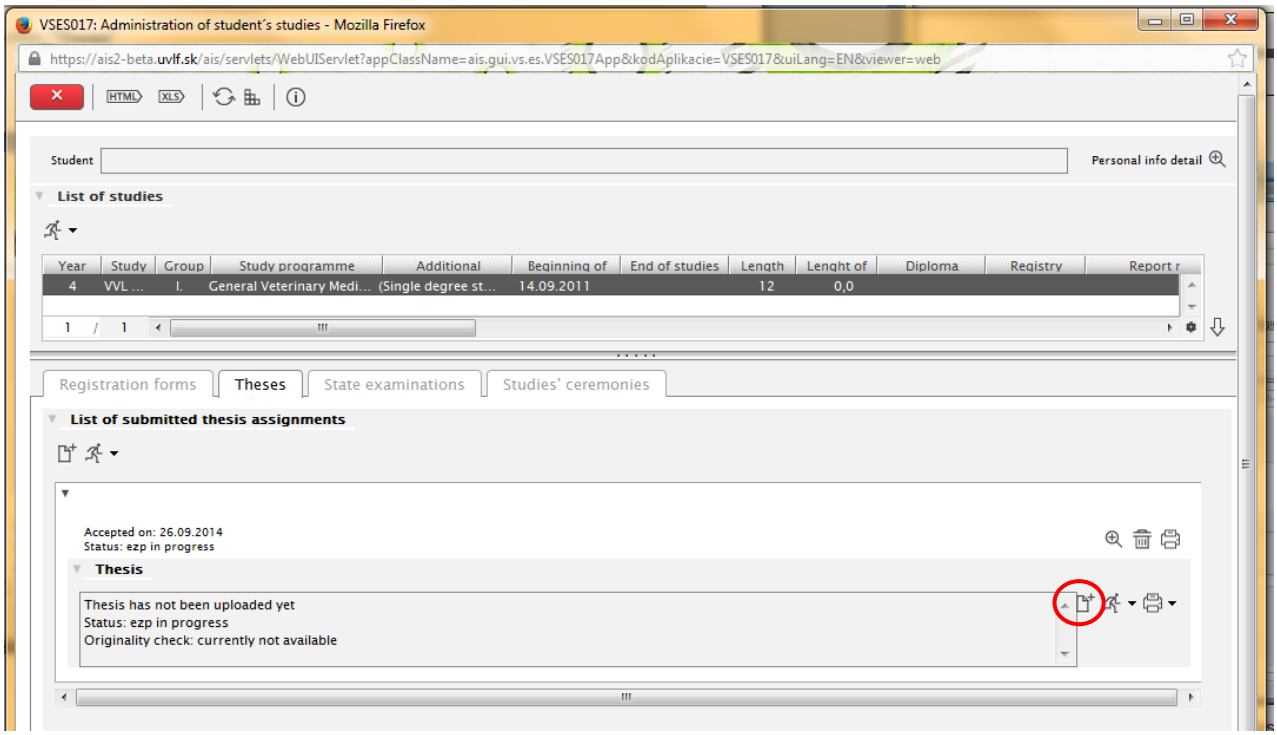


  - for insertion of the final version of your thesis into the EZP theses storage click on the **"Studies, registration forms, theses, state examinations"** or choose section **"Study evidence"** and then "Studies, registration forms, theses, state examinations"

- **"Administration of student's studies"** dialog box opens

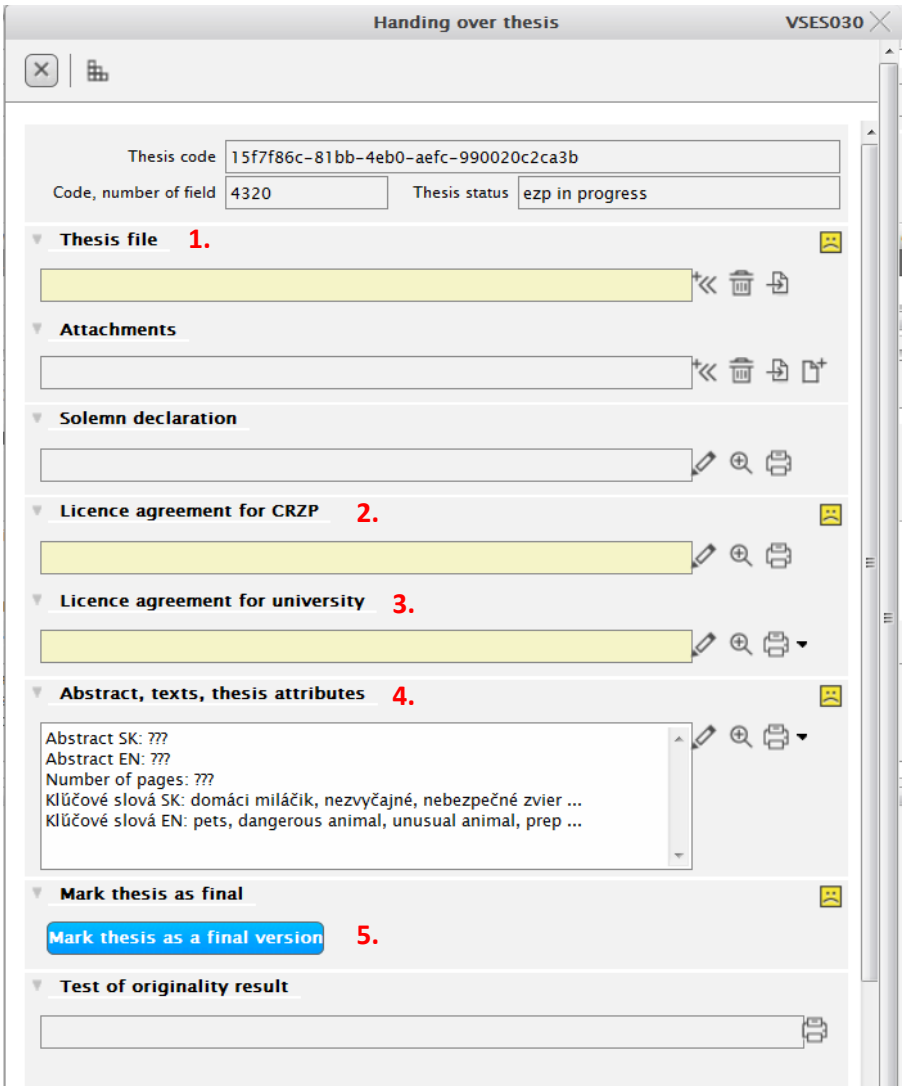


  - choose section **"Theses"**



- click on  to start insertion of your thesis ("Handing over thesis")

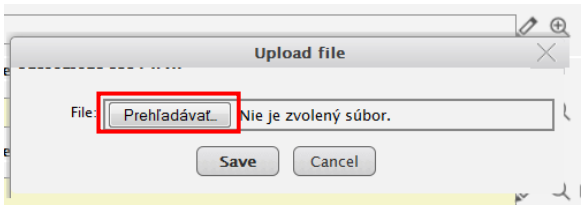
➢ **"Handing over thesis"** dialog box appears, where you have to fill out several sections



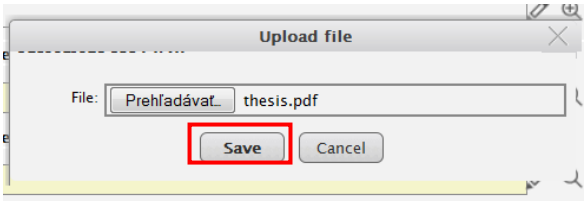
1. **Thesis file**
   - click on  to "Upload thesis file to the repository"



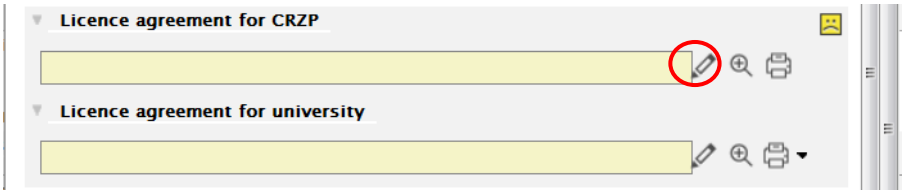
   - when "Upload file" dialog box opens, click on *"Prehľadávať"* (means "Browse") and upload your thesis file from the prepared CD



   - then confirm the loaded file by clicking on *"Save"*

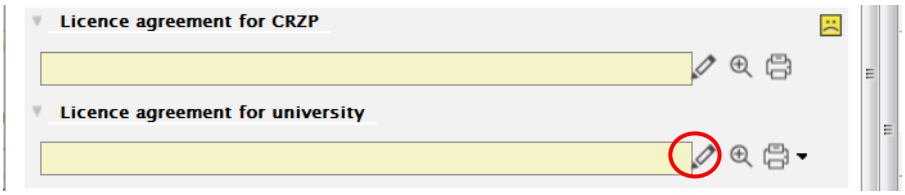


2. **Licence agreement for CRZP**
   - click on  to "Record licence agreement for CRZP"



   - in window that opens you need to tick off your preferences about Art. 3 The way of use of the work and the licence extent, recommended are *"without suspensory period"* in par. 2 and *"using only"* in par. 3
   - then you need to confirm your choice by clicking on 

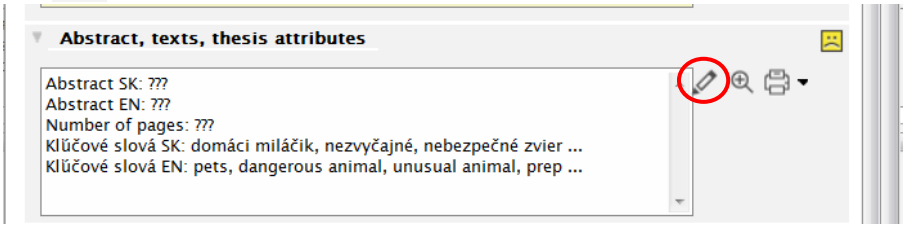
3. **Licence agreement for university**
   - click on  to "Record licence agreement for university"



   - in window that opens you need to tick off one of the given options, recommended is the first one *"making creation of the digital copy ..."*
   - then you need to confirm your choice by clicking on 

   - student who restricts online access to the thesis in the licence agreement for university (that means, he/she chooses the second, third, fourth or fifth option) has to submitt a signed *"Declaration on the granting of theses without the possibility of access"* (second part of the licence agreement)

4. **Abstract texts, thesis attributes**
   - click on  to "Record abstract, text and thesis attributes"



   - window that opens is divided into two sections *"Abstract"* and *"Texts"*
   - in section **"Abstract"** you have to fill in number of pages your thesis has, Abstract EN (abstract in English language) and Abstract SK (abstract in Slovak language)
   - in section **"Texts"** you need to fill in Key words EN (key words in English) and Keywords SK (key words in Slovak)
   - for filling in of these sections you can use copy of your thesis saved on USB key, by copying the required texts from the USB you avoid potential errors
   - at the end you need to confirm your entries by clicking on 

5. **Mark thesis as final**
   - after successful completion of all above mentioned sections, each  must turn into 
   - when that happens, don't forget to confirm your thesis as final by clicking on *„Mark thesis as final version"*



NOW YOU HAVE SUCCESSFULY UPLOADED YOUR THESIS INTO THE EZP THESES STORAGE

- back in the **“Administration of student’s studies”** dialog box, sections **“Theses”**
  - you can print out documents that are connected to your uploaded thesis, such as licence agreements, analytical letter, originality review and so on

