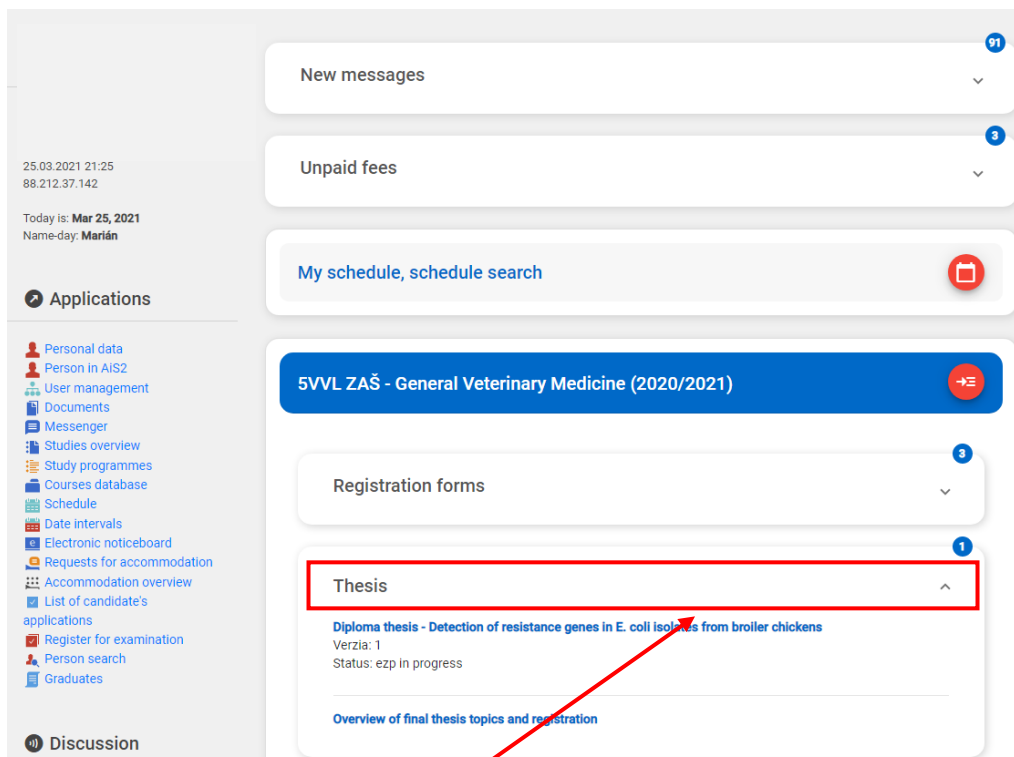# THESIS INSERTION INTO THE EZP STORAGE IN THE ACADEMIC INFORMATION SYSTEM AiS2

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


  – to manage your thesis, print out assignment, insert its final version into the EZP theses storage click on the section **"Thesis"** and then on the title of your thesis to display available options
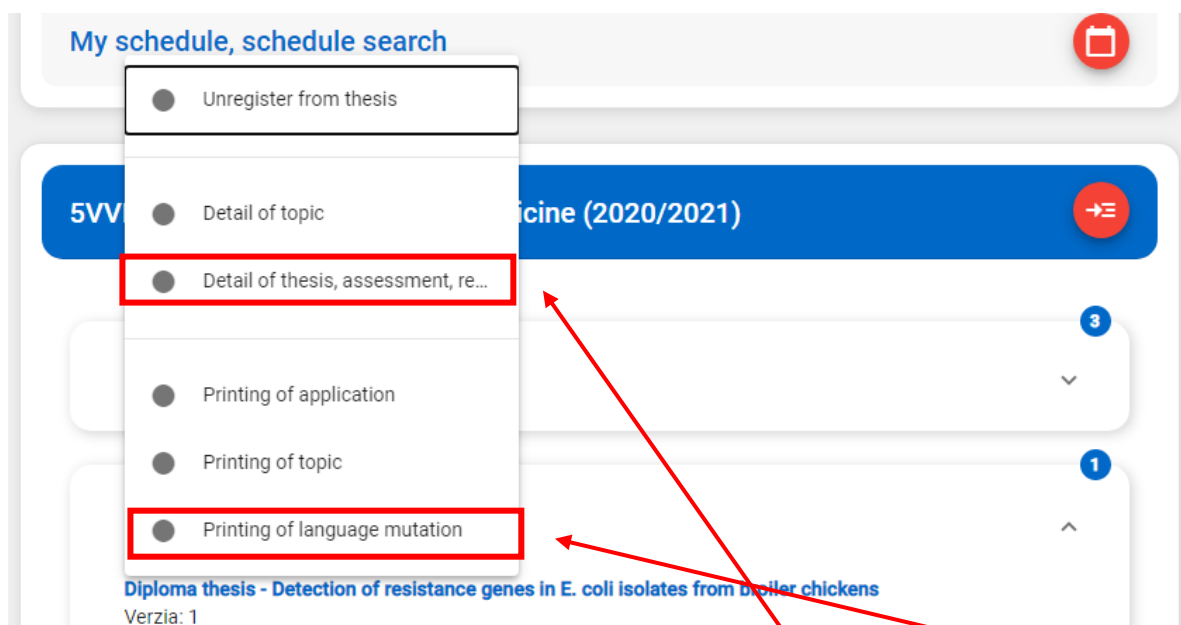

  – to print out your thesis assignment in English language, choose option *"Printing of language mutation"* and you will be able to download your thesis assignment in pdf format

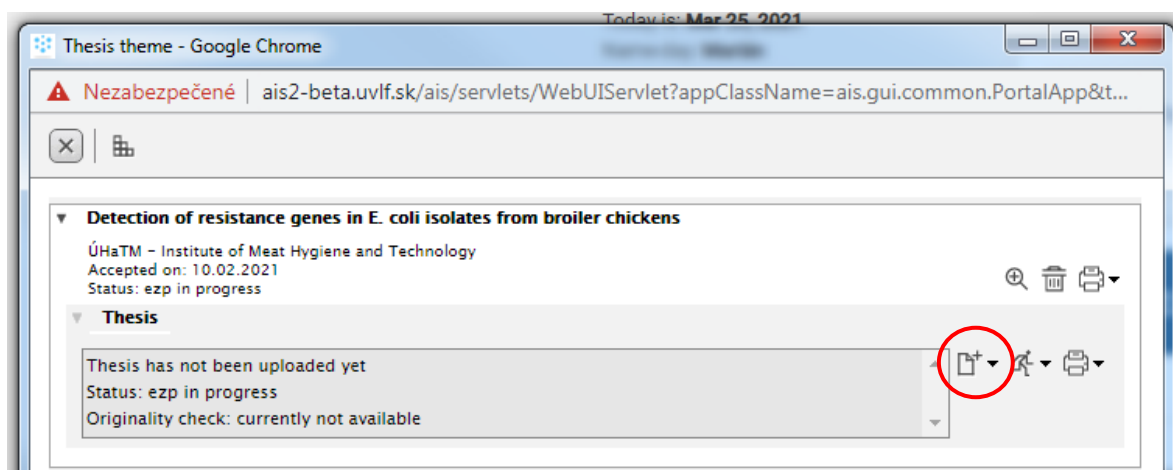 – to insert your thesis in the EZP theses storage, choose option *"Detail of thesis, assessment, re…"*

➢ **"Thesis theme"** dialog box opens
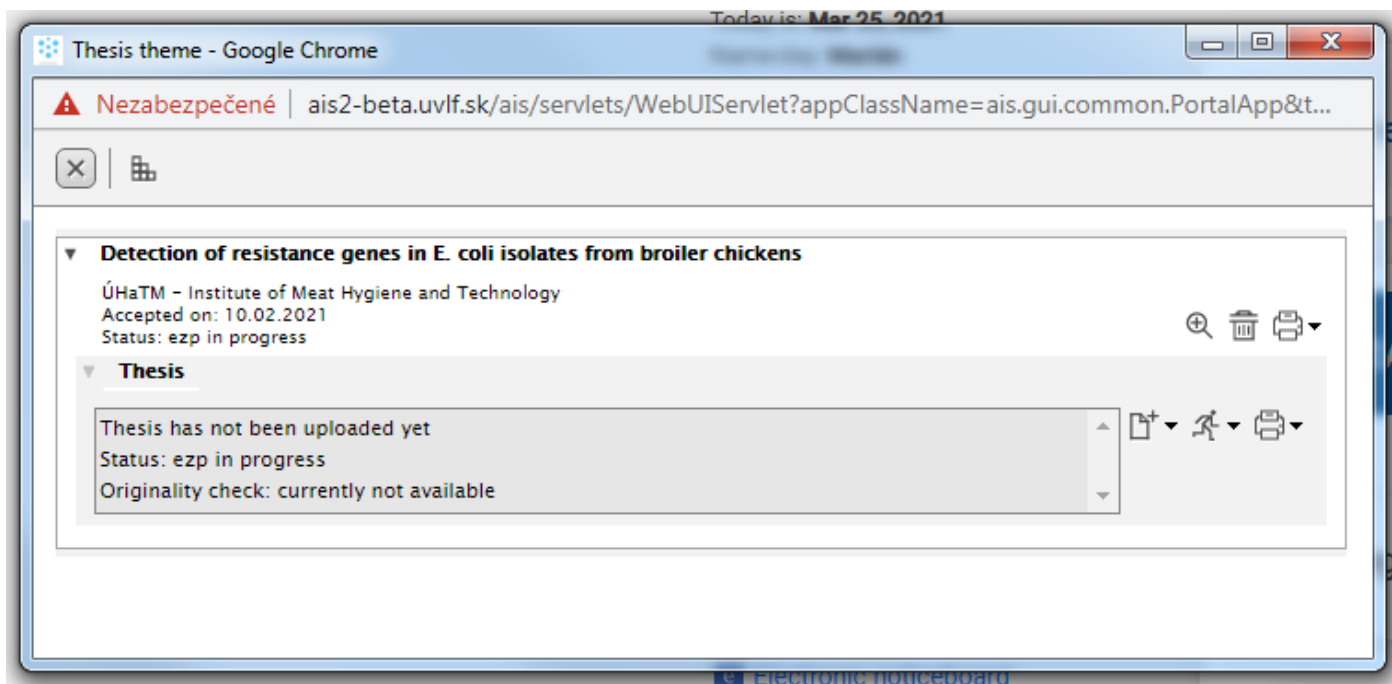
– you may print out your thesis assignment also here, by choosing the first printer icon and then choosing option *"Print language mutation of thesis assignment"*
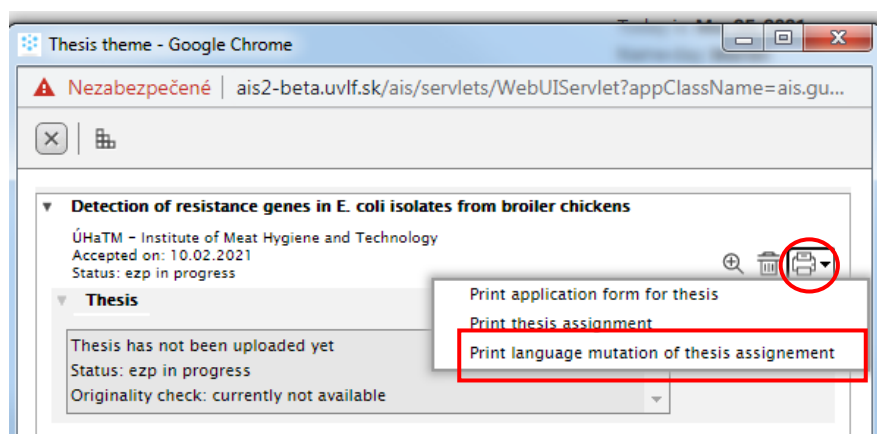
– **to insert your thesis into the EZP thesis storage, click on** **("Handing over thesis")**

➢ **"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"* (which means "Browse") and upload your thesis file in pdf (it is recommended to label your file with your name and thesis title), then confirm the loaded file by clicking on *"Save"*

2. Attachments, if applicable

– if your thesis has appendices, upload them here as a separate pdf file

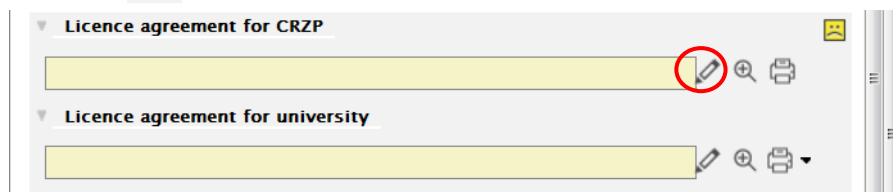– you may upload several appendices in several separate pdf files by adding new lines

3. Solemn declaration, if applicable

– if your thesis or part of it has been published or you intend to publish it in a book or a journal, you have to fill in the *Solemn declaration on the publication of the final thesis in a periodical or non-periodical (aperiodical) publication*
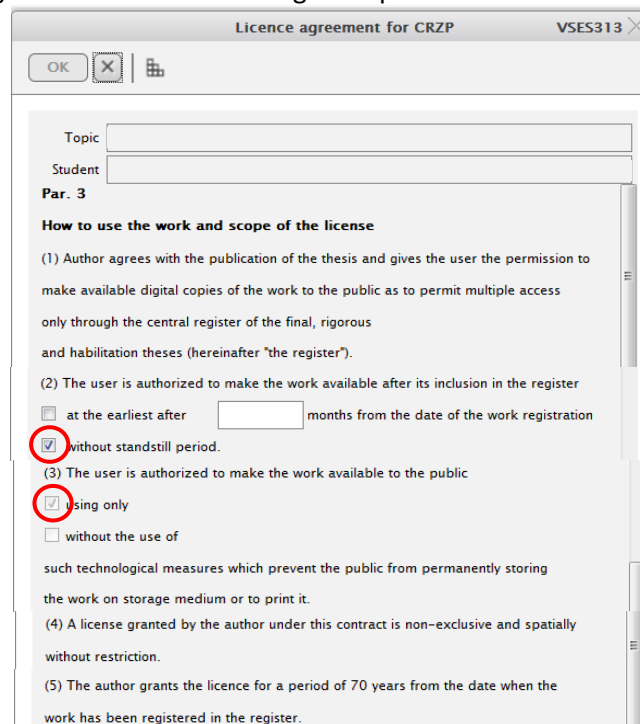

– first you have to indicate whether the thesis content has been already published or it only will be
– then you have to indicate whether the thesis has been/will be published in part or as the whole, when only in part, you have to specify the exact pages
– and finally you have to specify where the thesis has been/will be printed, either periodic publication = journal or aperiodic publication = book or both or you can even add more publications if needed – you have to fill in all required information and identifications of the publication in which your thesis has been/will be published
– completed declaration has to be confirmed by clicking on **OK**

4. Licence agreement for CRZP
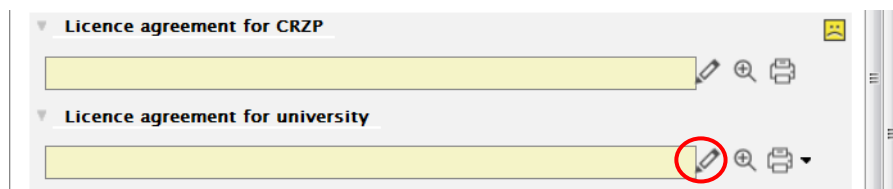
– click on ✎ to "Record licence agreement for CRZP"

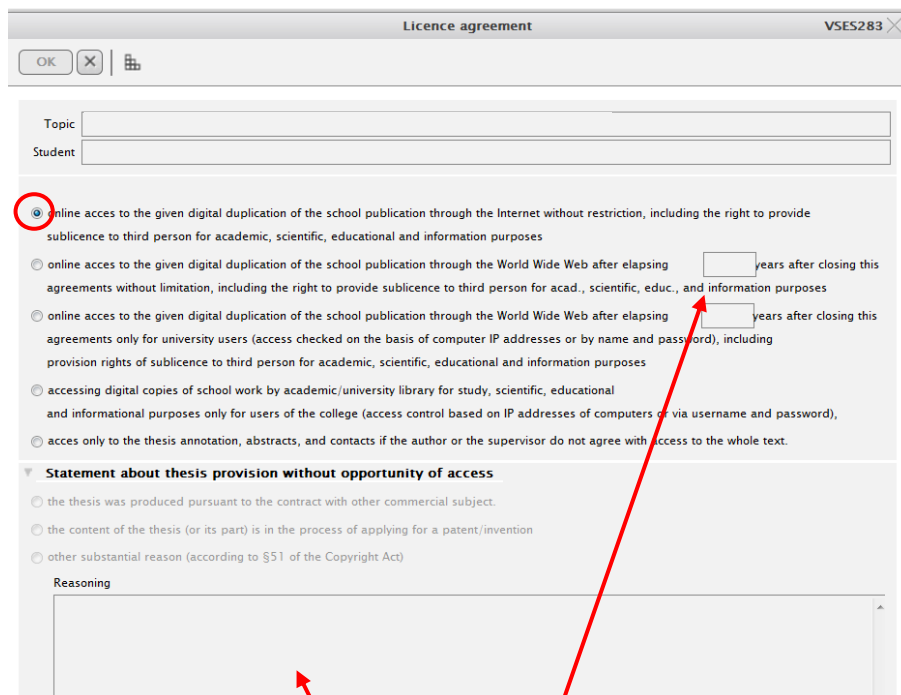– "Licence agreement for CRZP" dialog box opens

– you need to tick off your preferences about How to use the work and scope of the licence, recommended are *"without standstill period"* and *"using only"*
– then you need to confirm your choice by clicking on **OK**
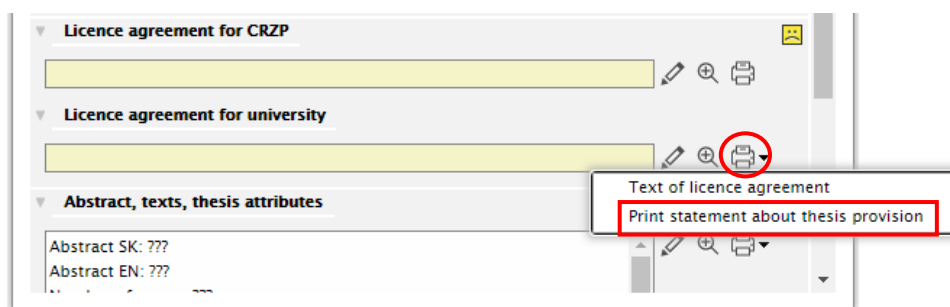
5. Licence agreement for university

– click on ✎ to "Record licence agreement for university"
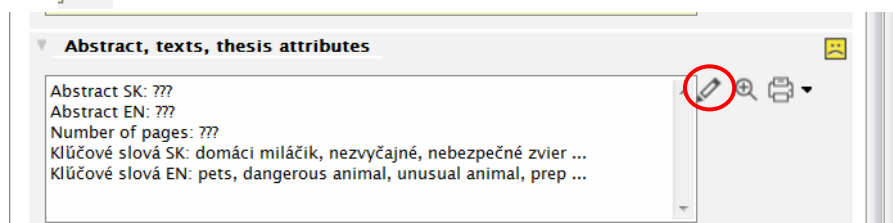
– "Licence agreement" dialog box opens

– you need to tick off one of the given options, recommended is the first one *"online access to the given digital duplication …"*
– student who restricts certain online access to the thesis in the licence agreement for university has to fill in also the restriction years and Statement about thesis provision without opportunity of access with Reasoning
– afterwards you need to confirm your choice by clicking on **OK**

– if you have entered a Statement about thesis provision without opportunity of access, print it out now because you will need it later


6. Abstract texts, thesis attributes

– click on [pencil icon] 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 (without appendices), Abstract EN (abstract in English language) and Abstract SK (abstract in Slovak language) – as
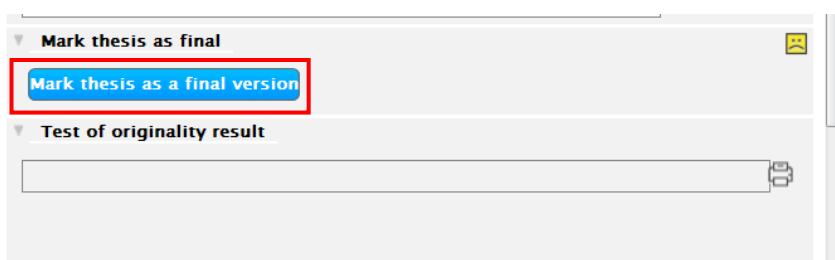
abstract in Slovak language is no longer required for theses written in English, you can copy into the section Abstract SK the same English abstract of your thesis

– in section **"Texts"** you need to fill in Keywords EN (key words in English) and Keywords SK (key words in Slovak) if they are not yet included

– 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

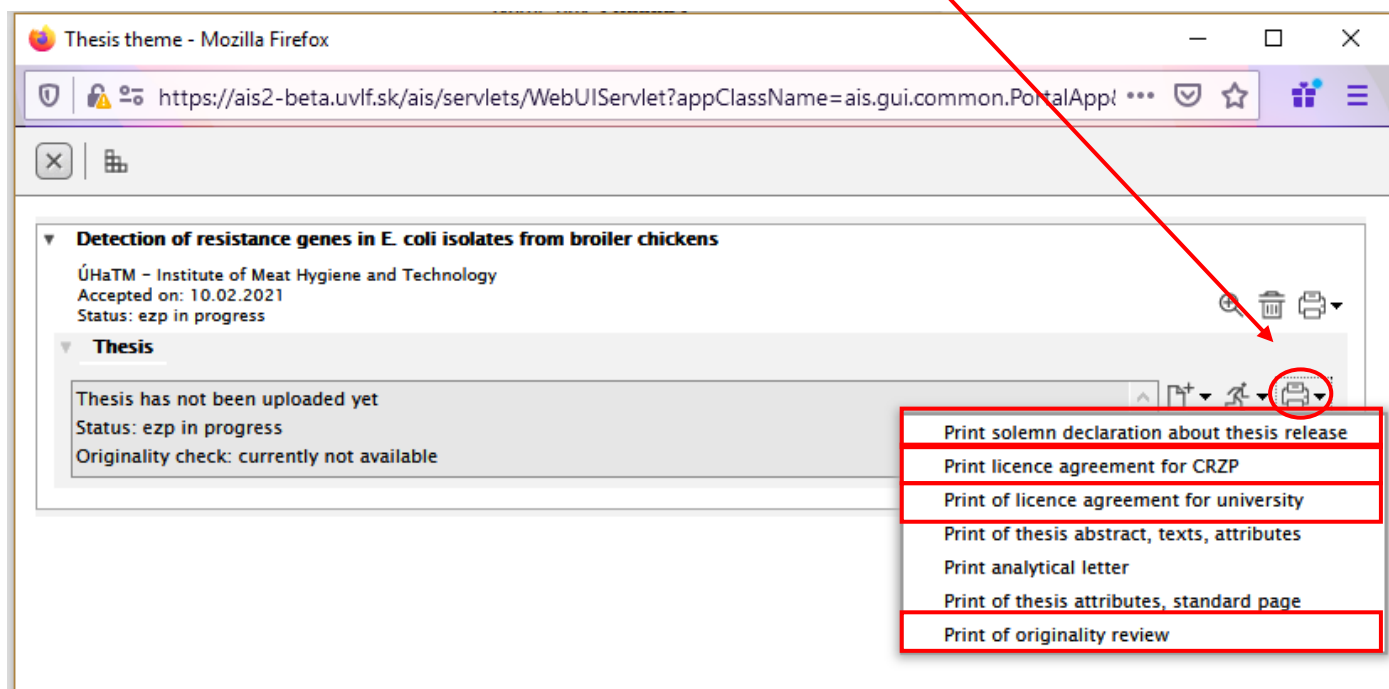– at the end you need to confirm your entries by clicking on   OK

7. 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"* – however do not confirm it unless you are sure this is really the final version

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

➢ back in the **"Thesis theme"** dialog box

– you can print out documents that are connected to your uploaded thesis, such as solemn declaration on publication of the thesis (if applicable), licence agreements, originality review and so on, which you will need after the thesis submission

− to print out licence agreement for CRZP, use template No. 941
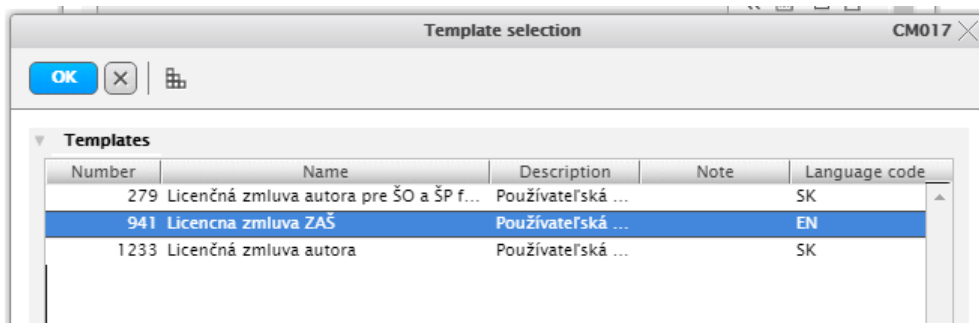
− to print out licence agreement for the university, use template No. 940