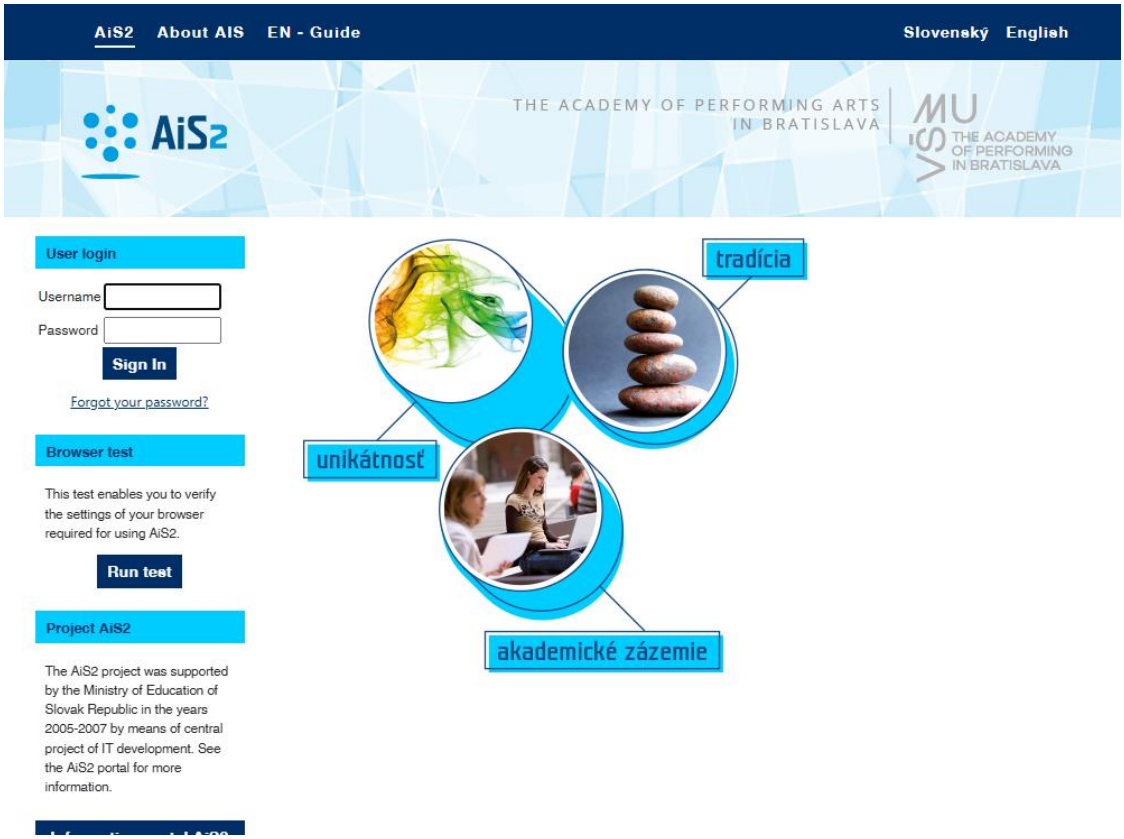
Inserting practical work into the AiS2 system

The obligation of the student submitting practical work to the system is:

- fill in the abstract (substantive, brief content of the artistic performance in SK and EN language)
- indicate the number of pages of the work

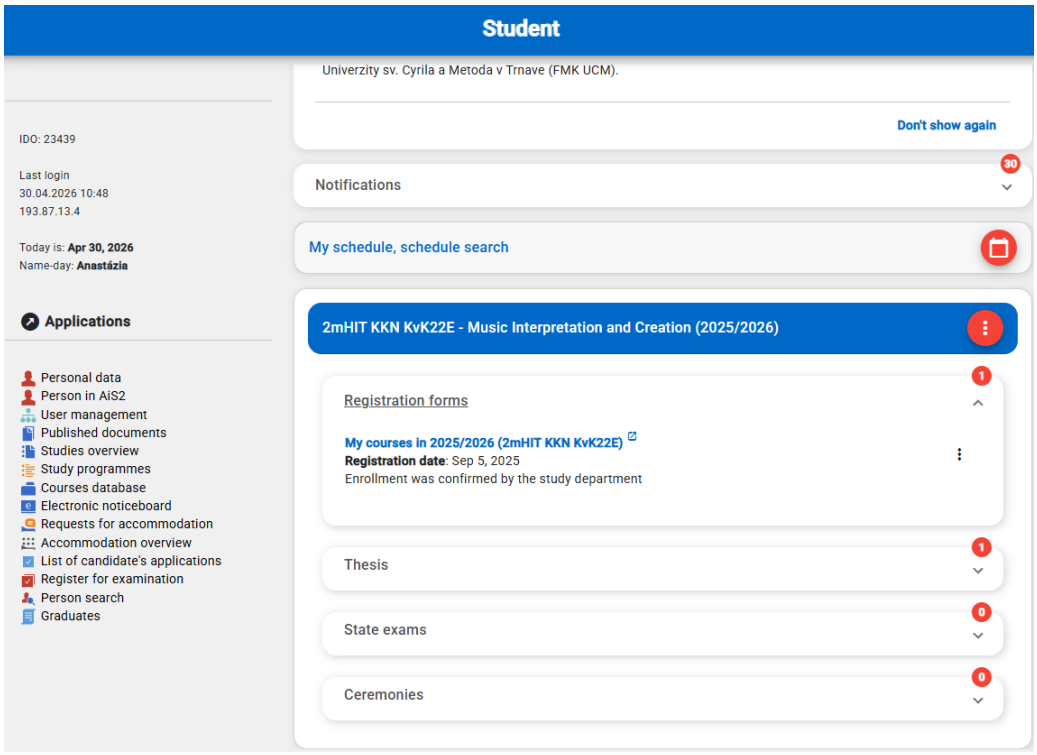
It is implemented in the following steps:

1) **Logging in to AiS2** – https://ais2.vsmu.sk/ais/start.do

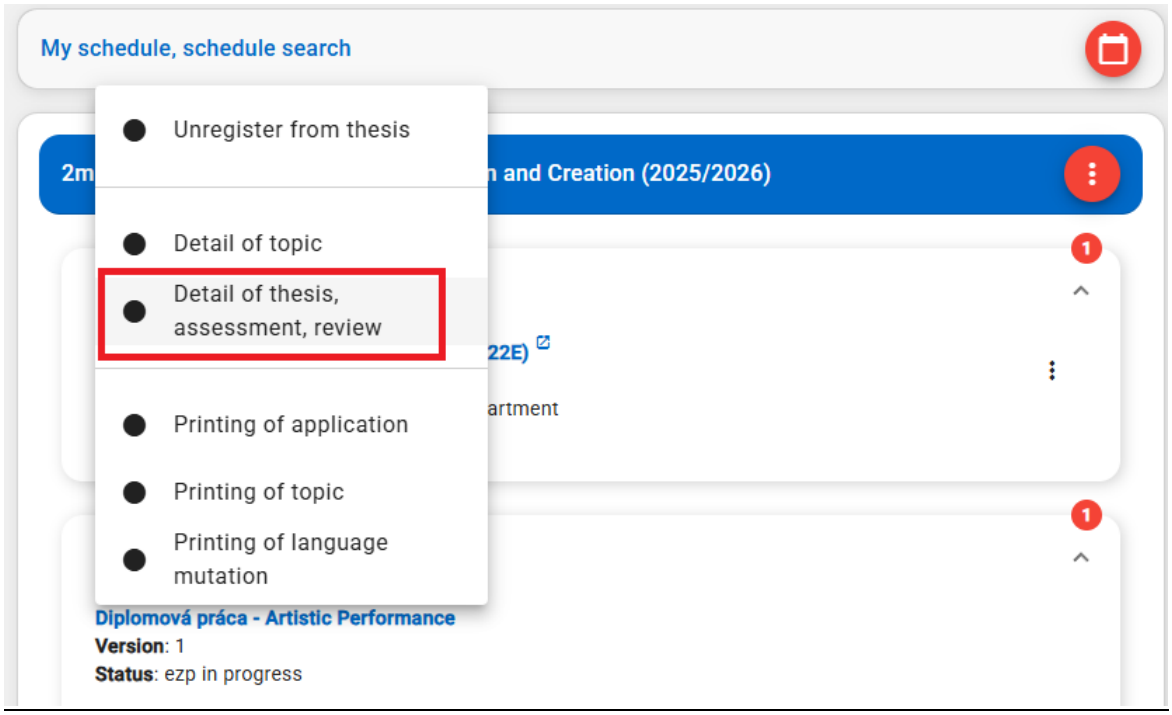


In case of unsuccessful login to the system, please contact CePIT – UK Hotline by phone at 02/90104444 weekdays 8:00 – 20:00, weekends 9:00 – 12:00 or the AiS2 administrator by email at: ais2@vsmu.sk

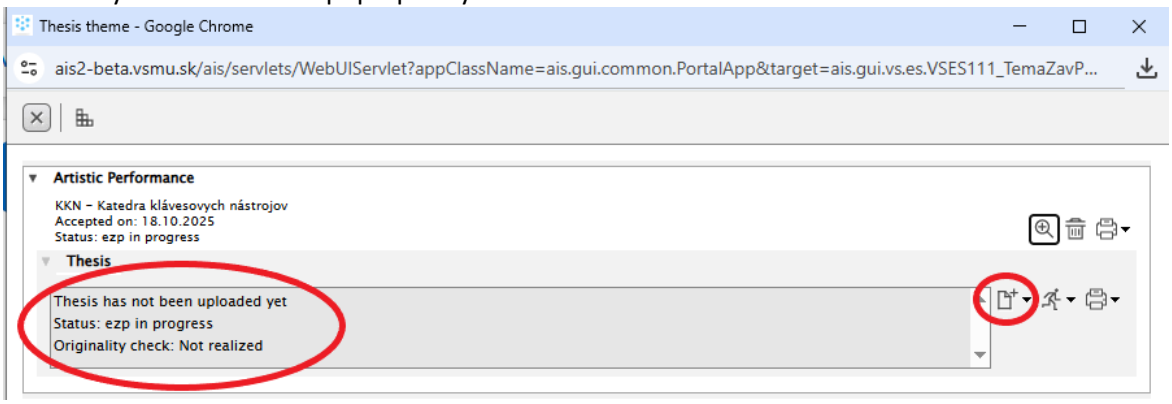
2) **Finding a final thesis assignment:** After logging into the system, click on Final Theses in the middle of the screen .



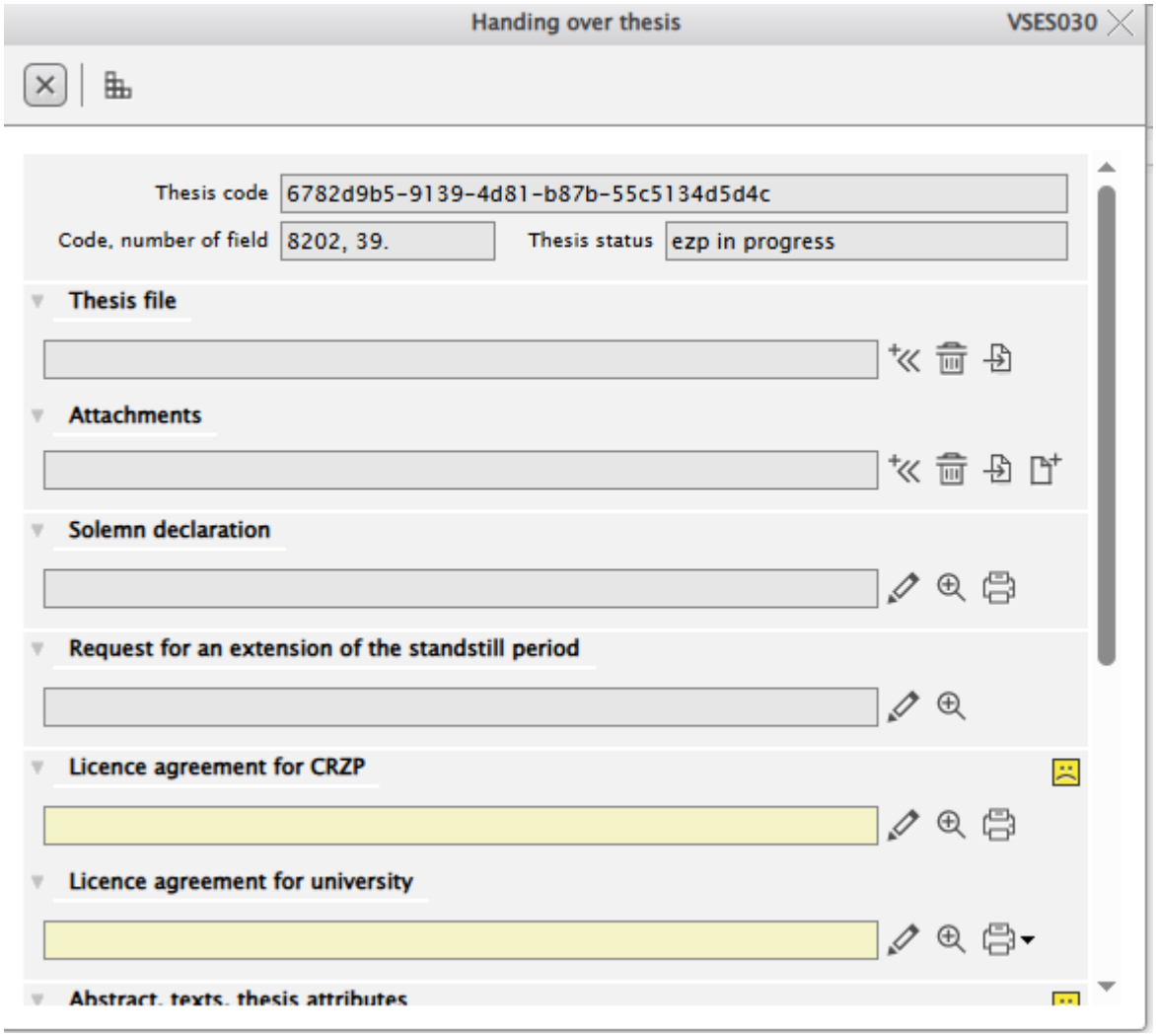
3) **Final thesis options** - Clicking on the title of the final thesis will display the options, here you can choose: Work detail, evaluation…..

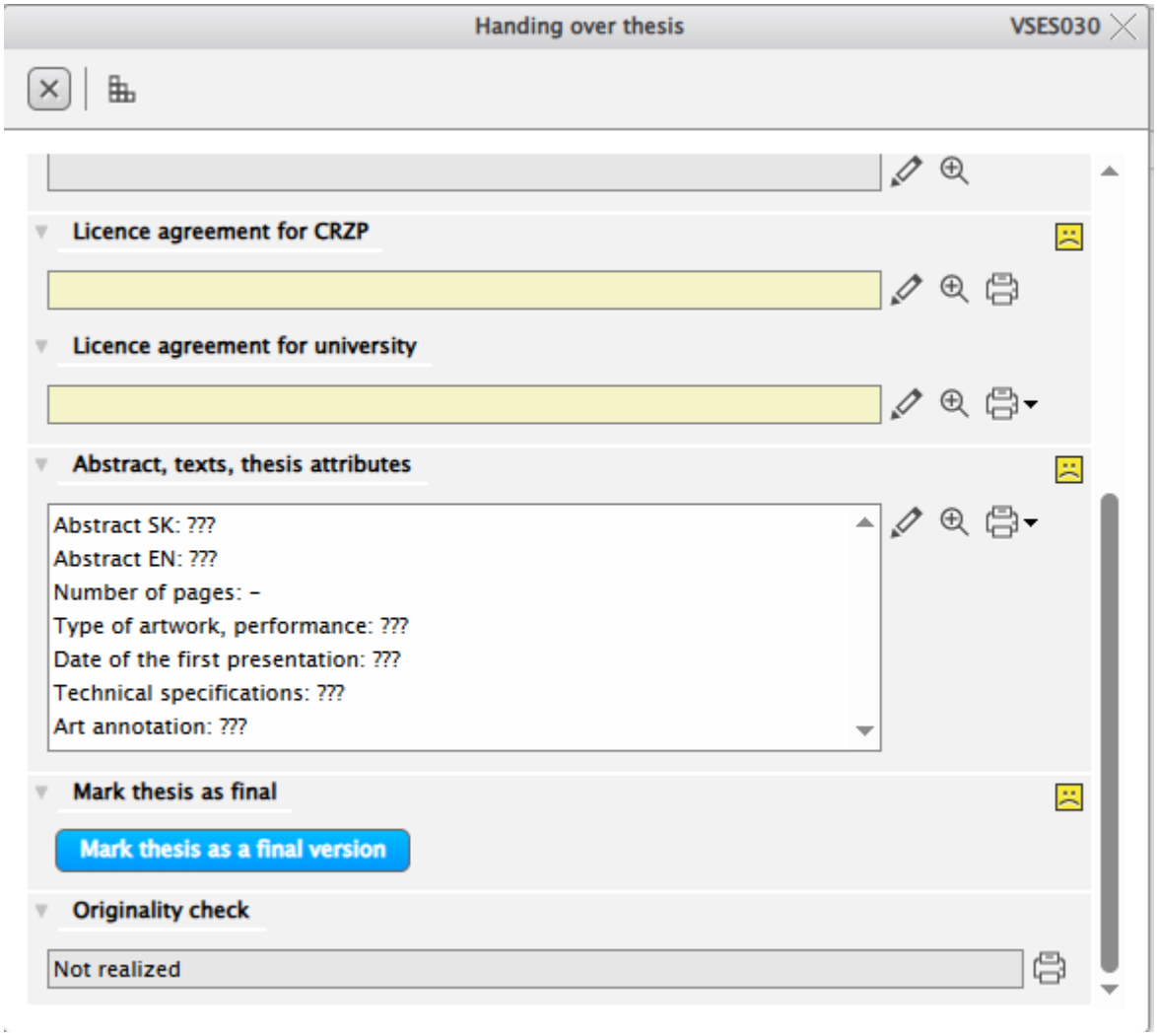


4) **Final thesis topic** - Check the status of the work in the newly opened window. The work should be in the status of work in progress in the ezp - consult your supervisor/supervisor for any other status. Click on the icon with a small plus to display a window where you fill in everything necessary. If the window does not open, check whether you have blocked pop-ups in your browser.



5) **Submission of the final thesis -** mandatory fields that must be filled in are shown in yellow. The "yellow sad smiley" on the right side also indicates that something is missing or not correct.





The trash can icon is used to delete a file or attachments from the storage.

File download icon

Icon for adding a file with an attachment

Final thesis file - when submitting a practical final thesis, a final thesis file is not uploaded.

Attachments - when submitting a practical final thesis, attachments to the final thesis are not uploaded.

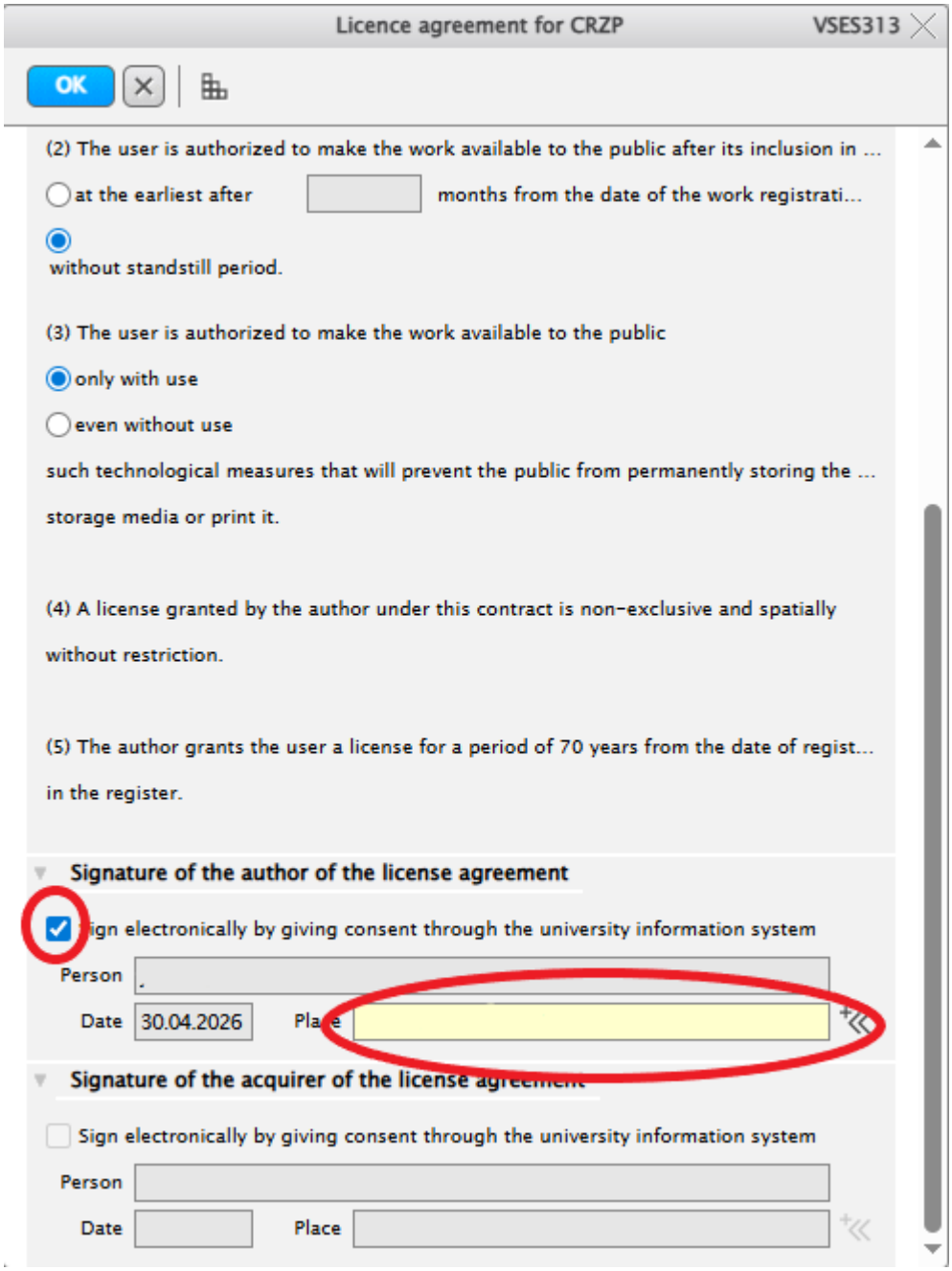
Declaration of honor - you fill out the declaration if your work has been published somewhere.

Request for extension of the grace period - if you want to postpone the publication of your final thesis by more than 12 months, you must request this directly from AiS2 well in advance so that your request can be forwarded for approval.

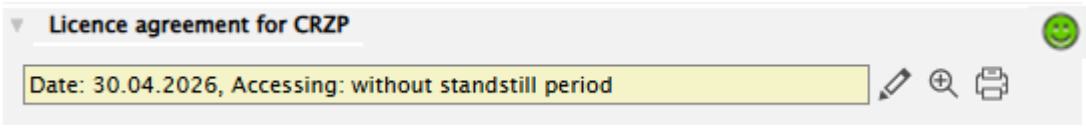
License agreement for CRZP – register the license agreement.

If you have been approved to defer publication of your final thesis or you are publishing your thesis without a grace period or within 12 months, click on the pencil icon to register the license agreement. Click on the necessary details and confirm with OK.

At the bottom: Signature of the author of the license agreement is a check box. The author of the final thesis is required to click on "Sign electronically“by expressing consent via the university information system and select from the list the place (city, municipality) where the license agreement is signed (Bratislava, Nitra, etc.).

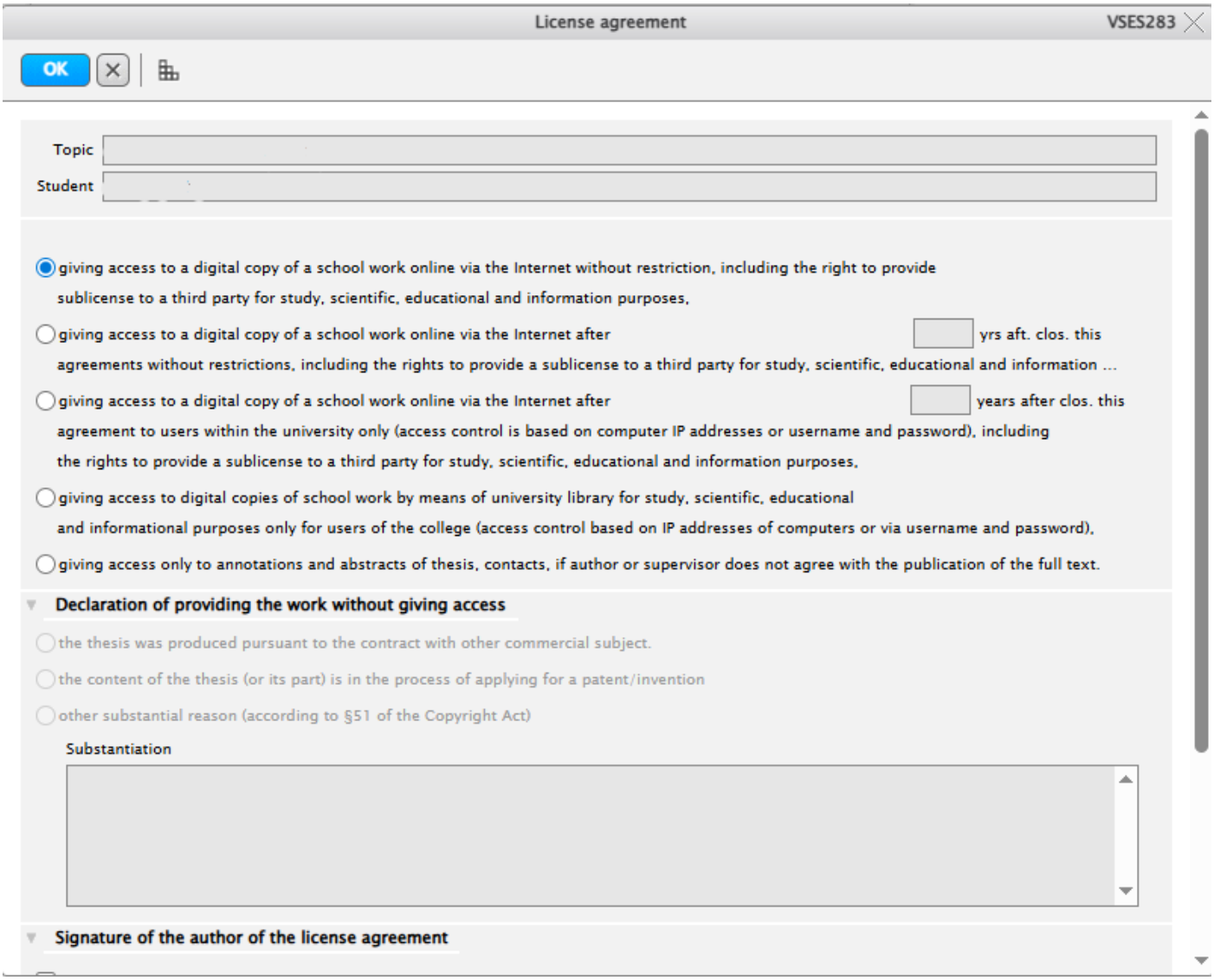


The License Agreement field for CRZP, when correctly filled out, will appear as follows:

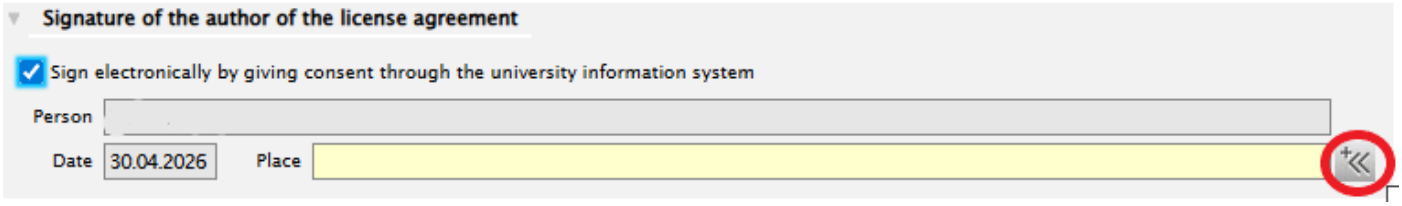


There is no need to print a license agreement signed electronically.

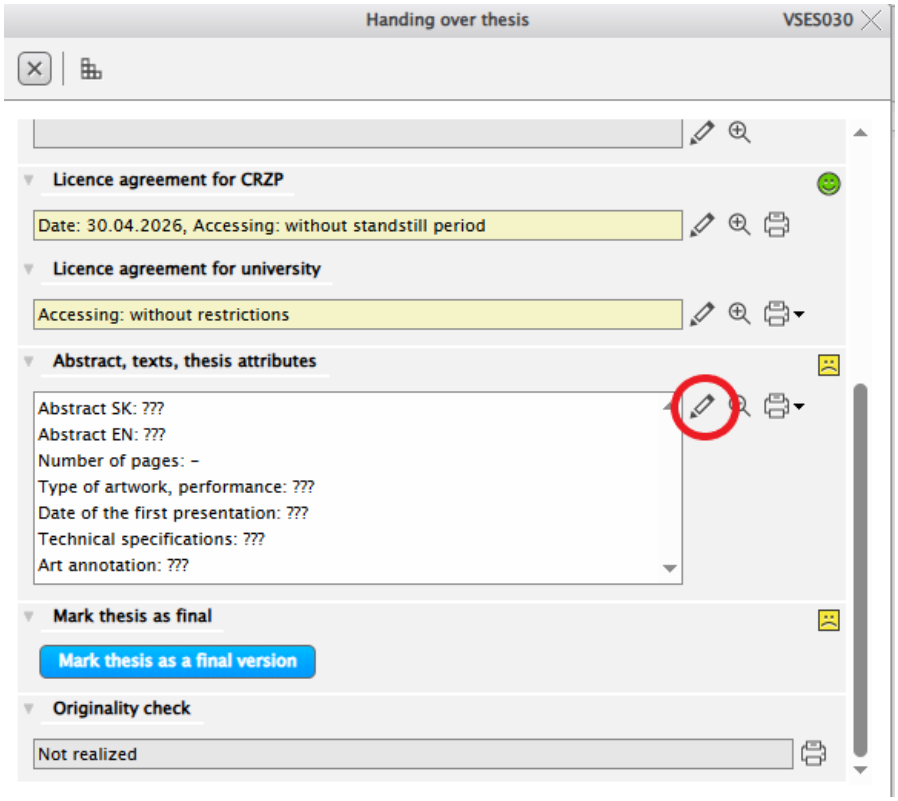
License Agreement for a University - We recommend choosing one of the first four options for consenting to the disclosure of your personal data from the menu.



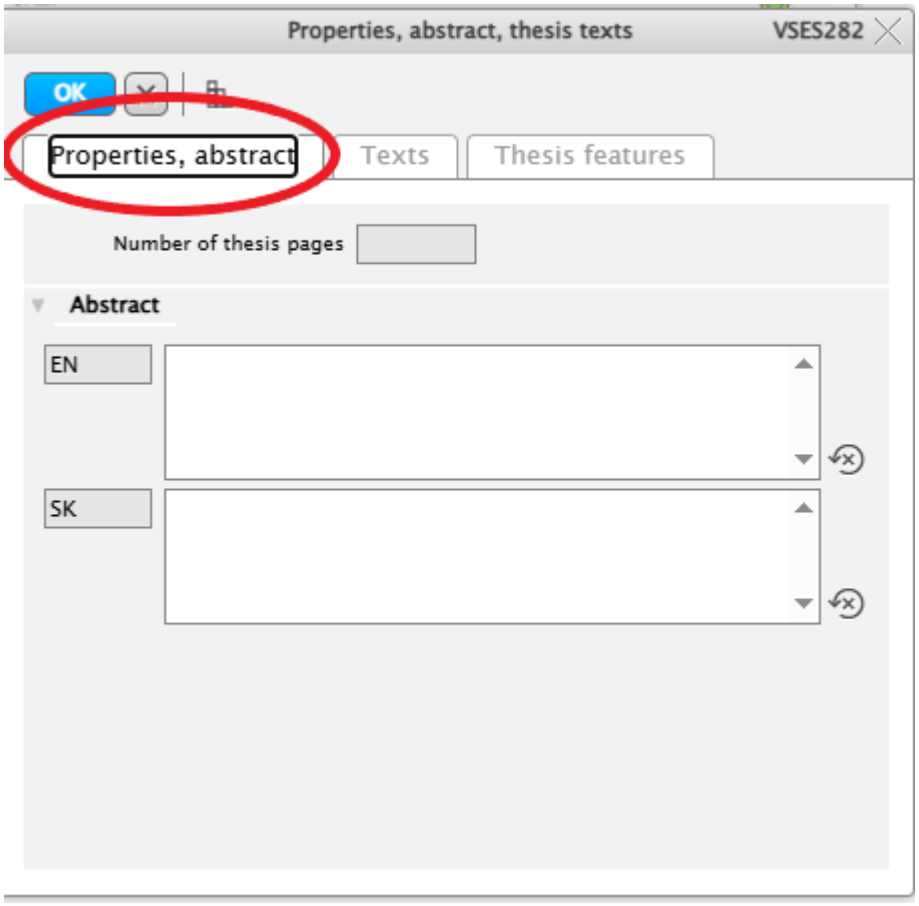
As the author of your work, you must sign the University License Agreement.

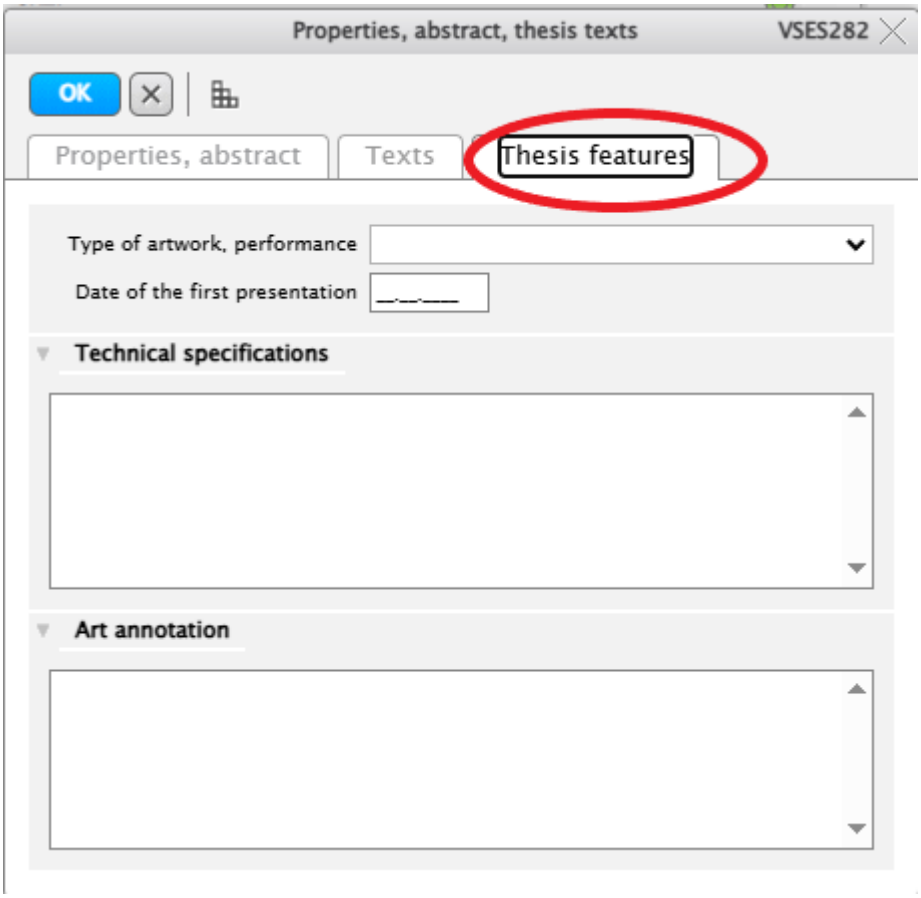


6) **Abstract, texts, features of the work**



Clicking on the pencil in the Abstract, texts, work properties section will display another window that needs to be filled out.





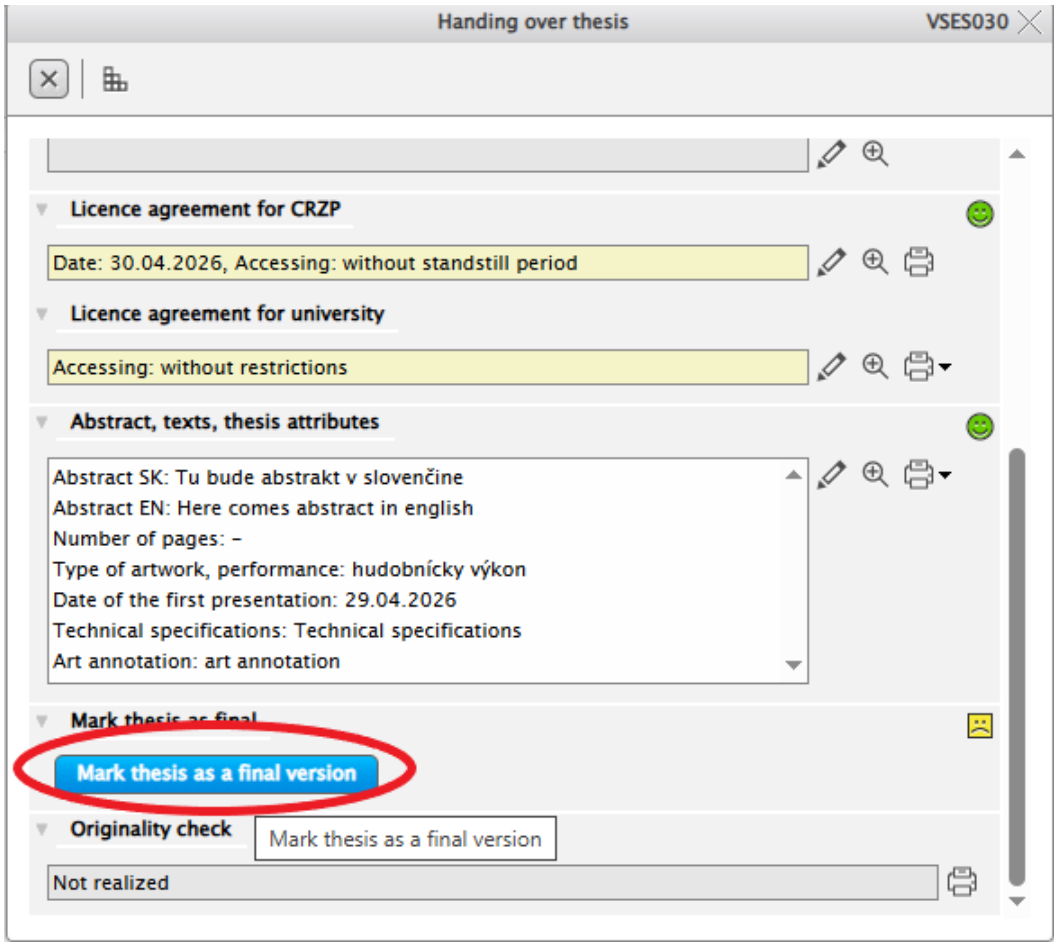
Definition of text types

Abstract - contains information about the objectives of the work, its brief content and at the end characterizes the fulfillment of the objective, results and significance of the entire work. The abstract includes 3-5 keywords. The abstract is written as a single paragraph and its scope is usually 100 to 500 words.

Features of the work – Technical parameters - musical instrument, if it is a musical artistic performance, running time of the audiovisual work, especially if it is a performance by an actor, director, cameraman, musician, place of public performance of the artistic performance (name of the concert hall, theater, cinema, ...), date and time, program of the artistic performance, or the municipality of the artistic performance.

Characteristics of the work – Artistic annotation - the student briefly describes the course of the submitted artistic performance from his/her subjective point of view.

7) **Marking the work as final**



After marking the work as final, the yellow sad "smiley" will change to a smiling green one.



Your work will then undergo an originality check at CRZP to ensure that it is not plagiarism. You can see the result of the originality check when you submit your final thesis.

8) After closing the system windows and finishing work with the AiS2 system, it is **always necessary to log out** of the AiS2 system.

