

INSTRUCTIONS FOR REGISTERING THE FINAL THESES

for 2nd year students of engineering degree program and 3rd year students of bachelor degree program

1. The deadline for registering the final thesis in the TUKE University Library (UL) is determined according to the Academic calendar.
2. Before uploading the final thesis, we recommend preliminary verification of originality on the website <https://niesomplagiator.sk/#/intro>. Once the final thesis is locked, it will not be possible to change it in any way.
3. Procedure for registering the final thesis in the UL for TUKE students:
 - Download the Thesis Assignment (TA) from <https://portal.lib.tuke.sk/etd/#/dashboard> (herein-after the UL TUKE portal). It must be signed by the dean. **Do not download the TA from IS MAIS (it is not signed there).**
 - Insert the TA into the final thesis.
 - Only the student whose submission and registration of the thesis is approved by the supervisor will have the TA at the UL (i.e., the thesis will be registered). Without the consultation with the supervisor, it is not possible to register the thesis.
 - Prepare the final files for uploading the thesis to the UL TUKE portal (native DOCX format or Latex files in ZIP format, PDF of the final thesis, source codes, photos, floor plans, drawings, etc. convert into ZIP format).
 - Make sure the files you upload are correct. The library staff will check the final thesis before locking it. In case of errors, you will be contacted via TUKE email. The final thesis cannot be changed in any way after it is locked.
 - Register the final thesis via the UL TUKE portal, bookmark "Register FT".
 - You do not need to download or sign the license agreement (it is signed electronically).
 - You do not need to sign the Declaration of Honour in the final thesis (it is signed electronically in the License Agreement).
 - Final theses are locked within the next 5 working days from registration by the library employees (locking the thesis means that it is sent to the CRFQT (Central Register of Final and Qualification Theses) for originality control, the supervisor and opponents will receive information about entering overall assessments for the final thesis).
 - One printed version of the thesis is required for the Final Thesis Defence and the State Final Exams and will remain with the student after the exams. You can have it printed directly at the UL (when registering the thesis). In this case the thesis will already be prepared for the State Final Exams, and you do not need to go to the UL to collect it in person.
 - The UL also requires one printed version of the thesis for archiving from all TUKE students. You can send it by post (UL address) or have it printed directly at the UL (when registering the thesis). In that case you no longer need to send the thesis to the library.
 - We recommend that you choose to print your final thesis directly at UK TUKE when registering your thesis at the UK.