



TECHNICKÁ UNIVERZITA V KOŠICIACH
Univerzitná knižnica

Instructions of the University Library for successful registration of the thesis and its submission for printing.

Recommended instructions:

1. Returning of borrowed textbooks and literature

If you wish to return books which you have borrowed from our library, you can use the box (ReturnBox) which is located in front of the library building. In case you are not in Košice, you can return books by post on address Univerzitná knižnica TUKE, Nĕmcovej 7, 042 00 Košice.

In case of any remaining debts towards UK TUKE, you will not be given a diploma.

2. Preliminary control of originality

Before uploading the thesis, we recommend a preliminary verification of the originality on the website www.niesomplagiator.sk

3. Instructions for registering the final thesis of TUKE students

- Download the Diploma Thesis Assignment (DTA) from <https://portal.lib.tuke.sk/etd>
- Insert DTA into the thesis
- Prepare the final files for uploading the work to the <https://portal.lib.tuke.sk/etd>
 - o native .docx format, in case of LaTeX files in .zip
 - o PDF of the thesis
 - o if your work contains attachments (source codes, photographs, floor plans, drawings, etc.), convert them into .zip
- Make sure the files you upload are correct. The library staff will check before locking the thesis. In case of errors, they will contact you via TUKE e-mail. After locking it will no longer be possible to change your thesis.
- Register the thesis on <https://portal.lib.tuke.sk/etd>, click on "Thesis Registration".
- You do not have to download or sign the license agreement (LA) (it is signed electronically).
- You do not have to sign the declaration in thesis (it is signed electronically).
- Thesis is locked within the next 5 working days by library staff (locking of thesis = thesis is sent to control of originality in the CRZP, the supervisor and opponents will receive information on the insertion of opinions on the thesis).
- After the successful locking of the thesis, student will order the printed thesis.

4. Instructions for binding the thesis for TUKE students

Submission of requests for printing and binding of thesis is provided online, visit of UK TUKE in person is not necessary. If the online form does not suit you, it is possible to enter a request for printing and binding of thesis in Copycentrum UK TUKE during the opening hours.

Binding and printing of the thesis is possible only after its locking. No part of the work will be selectable. Attachments other than A4 will be burned to CD. The thesis will contain burned and graphically printed CDs inserted in a bookmark and text description (name and year) on the back of thesis.



- Log in to <https://portal.lib.tuke.sk/etd> and select "Print thesis" in the "My thesis" section.
- Upload a printable PDF. There must be only one PDF to print, including any system, user or other part and all pages must be in A4 format. Attachments of format A2, A1 and other formats are burned on a CD as an attachment.
- Enter the required number of thesis copies (in case you are interested in making thesis for yourself). Copies on framework will be sent free of charge to the specified address by post (only the territory of the Slovak Republic) or there will be download secured in the form of an issue window UK-TUKE. IT WILL NOT BE POSSIBLE to change the number of printed copies and change the PDF after payment.
- Pay for the order with a payment card in the form of a payment gateway.

You do not need to record the data that will be burned on a CD. The data that was uploaded before will be burned by locking the thesis.

After making the payment, we will start printing and binding the thesis. We will insert the original DTA into one thesis, make a graphic cover for CD and burn recorded data. Thesis will be archived in UK-TUKE.

In case of any problems or questions, contact us at kniznica@tuke.sk

At last, we wish you good luck with your thesis, low percentage in originality check and good results at the state exam.

Sincerely,

staff of the University Library of the Technical University in Košice

