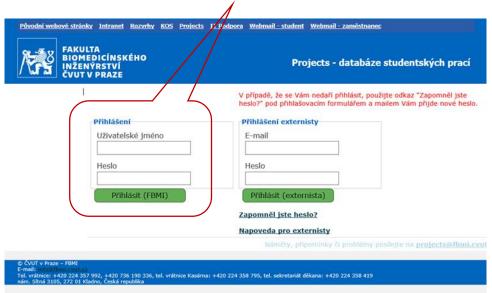# How to input your bachelor/master thesis into **PROJECTS system**
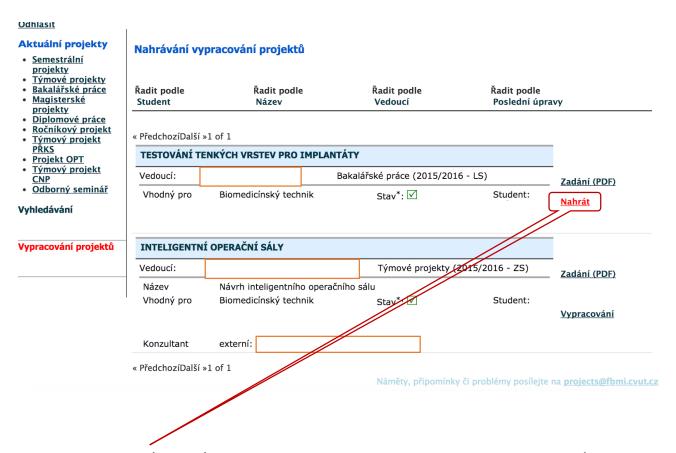
1. Log into Projects system (https://projects.fbmi.cvut.cz), use your faculty log in (**user name** (Uživatelské jméno) **and password** (Heslo) **to faculty email or KOS**).

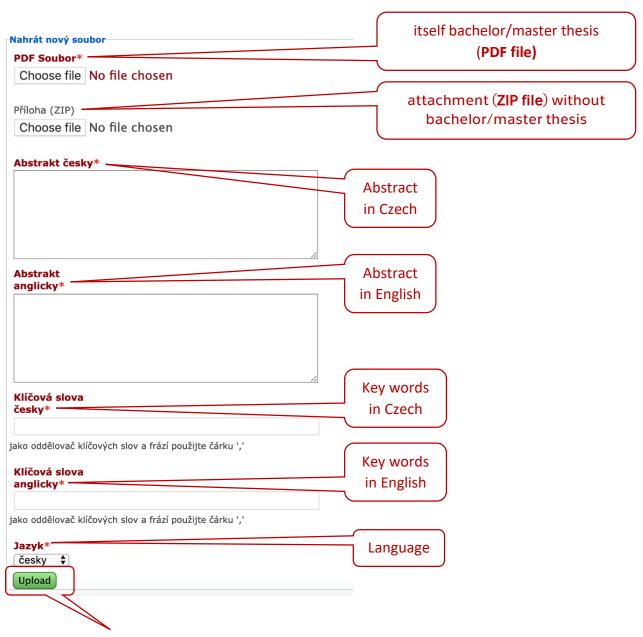2. Click on "**Vypracování projektů**" („Elaboration of projects") from the menu (on the left side of the screen).

3. You will see the list of projects (bachelor thesis, master thesis, team project etc.) in which you are registered.

4. Click on "Nahrát" (Upload) for the project to which the work should be uploaded (**PDF** or **ZIP format** – attachment).

- Rules for naming the file are the following (only individual bachelor or master thesis itself): **PDF file** „Kod_predmetu_ID_Jmeno_Prijmeni.pdf" (*Subject code, ID, name, surname).*
  - Eg. 17PBBBP_785654_Jan_Student.pdf;
  - 17PBBBP subject code (Bachelor thesis) is according to the study branch and the version to which you registered in KOS, ID is the identification number of the student.

- Rules for naming the file if more extensive attachments are included (for example SW source code etc.; files saved on CD ROM or DVD handed over together with the bachelor or diploma thesis <u>*are not*</u> part of the ZIP and it is as follows: **ZIP file** „Kod_predmetu_ID_Jmeno_Prijmeni.zip" (Subject *code, ID, name, surname).*
  - e.g. 17PBBBP_785654_Jan_Student.zip;
  - 17PBBBP subject code (bachelor thesis) is according to the study branch and the version to which you registered in KOS, ID is the identification number of the student.

- Other naming of the files will not be accepted!

5. You will see a screen with basic information about the project and the form for uploading the thesis / project, see below for details.

6. Student shall fill in all the obligatory fields (PDF file – uploading, then the window for selection of the file shall open, ZIP file – uploading, then the window for selection of the file shall open, Abstract in Czech, Abstract in English, Key words in Czech, Key words in English, Language – selection). Abstract and key words must be similar to those in the bachelor or master thesis.

Nahrát nový soubor

PDF Soubor*

Choose file | No file chosen

             itself bachelor/master thesis (**PDF file)**

Příloha (ZIP)

Choose file | No file chosen

             attachment (**ZIP file**) without bachelor/master thesis

Abstrakt česky*

             Abstract in Czech

Abstrakt anglicky*

             Abstract in English

Klíčová slova česky*

jako oddělovač klíčových slov a frází použijte čárku ','

             Key words in Czech

Klíčová slova anglicky*

jako oddělovač klíčových slov a frází použijte čárku ','

             Key words in English

Jazyk*

česky

             Language

Upload

7. Click on "Upload".