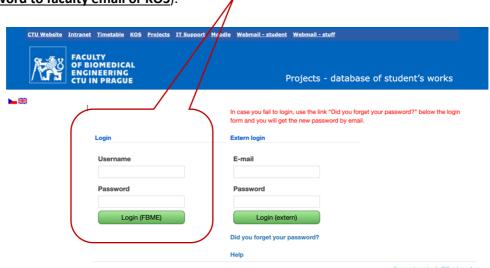
## How to input your bachelor/master thesis into **PROJECTS system**

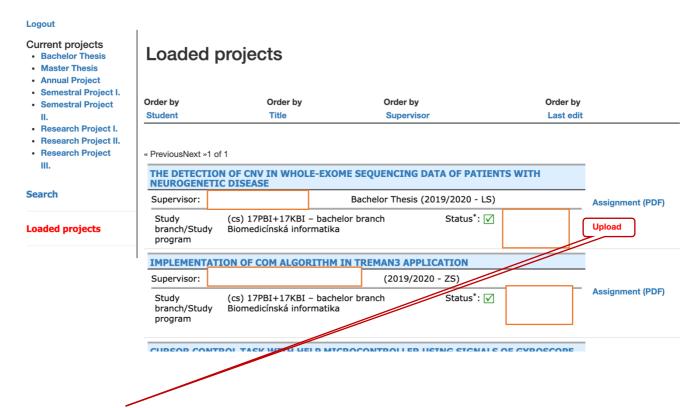
1. Log into Projects system (<a href="https://projects.fbmi.cvut.cz">https://projects.fbmi.cvut.cz</a>), use your faculty log in (<a href="username and password to faculty email or KOS">use your faculty log in (username and password to faculty email or KOS)</a>.



2. Click on "Loaded 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 "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** "Subject code\_ID\_name\_surname.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.: **ZIP** file "Subject code\_ID\_name\_surname.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.
- 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 the language of the theses, Abstract in English, Keywords in the language of the theses, Key words in English, Language selection). Abstract and key words must be similar to those in the bachelor or master thesis.

pload new file	itself bachelor/master thesis (PDF file)
PDF file*	(i bi me)
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	attachment (ZIP file) without
Attachment (ZIP)	bachelor/master thesis
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Abstract in English*	
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se the comma ',' to separate the key word and phrases	
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