



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 outside of the CD (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 the license agreement (LA), you will sign it at thesis defence or when you receive a diploma.
- Thesis is locked the next working day 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 outside the faculties (FBERG and FvT)

Regarding current emergency situation COVID-19 you can enter printing and binding requests for your thesis online without the need for a personal visit to the library and study department. Binding and printing of the thesis is possible only after its locking:

- 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. SvF students upload large-format drawings intended for the final box in the next step as one .zip file (in case their thesis will be bound to the so-called final box).
- Enter the required number of thesis, which are to be produced in addition to the mandatory framework of the given faculty and will be sent free of charge to the specified address by post (only the territory of the Slovak Republic). 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 (with the exception of SvF students who will have thesis in the so-called final box).

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. Subsequently, we will deliver the thesis to the individual study departments.

We will keep you informed about the receipt of payment, the start of printing and the delivery of thesis to individual faculties by e-mail.

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

