**Faculty of Architecture** 

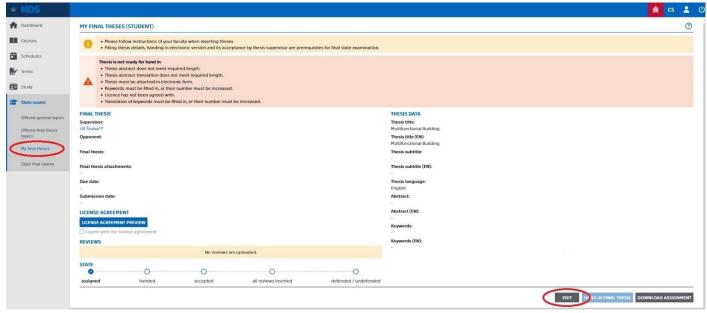
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## PUBLICATION OF DIPLOMA PROJECT IN THE KOS SYSTEM

## DEADLINE FOR DIPLOMA PROJECT IS .....

- 1) Log in the **KOS** system using your username and password.
- 2) Choose "State exams" "My final theses" "Edit".



- 3) Choose from the option in the field "Thesis language".
- **4)** Fill in the field "**Abstract**" in the language of the thesis-minimum 30 characters-maximum 4000 characters.
- 5) Fill in the field "Abstract (EN)" in English-minimum 30 characters-maximum 4000 characters.
- 6) Fill in the field "**Keywords**" in the language of the thesis-minimum 20 characters-maximum 4000 characters.
- 7) Fill in the field "**Keywords (EN)**" in English-minimum 30 characters-maximum 4000 characters.
- 8) Fill in the field "Final thesis"
  - Insert the **PDF** file of the **DP SAILS** the maximum allowed file size is **50MB**.
- 9) Fill in the field "Attachment"
  - Insert the PDF file of the DP PORTFOLIO the maximum allowed file size is 50MB.
- **10)** Fill in the field "Attachment"
  - Insert the JPG (!!) file of ILLUSTRATIVE IMAGE of your DP the maximum allowed file size is **50MB**.

Illustrative image will be displayed as introductory picture of your work in the gallery of final theses on the FA website. **Without this image the import will not take place the project into the web gallery** and will not be loaded from the digital library at dspace.cvut.cz.

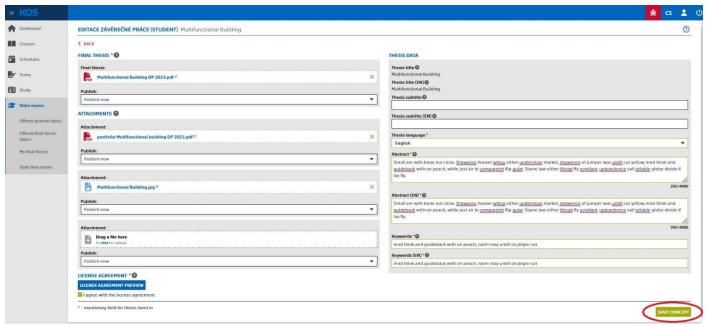
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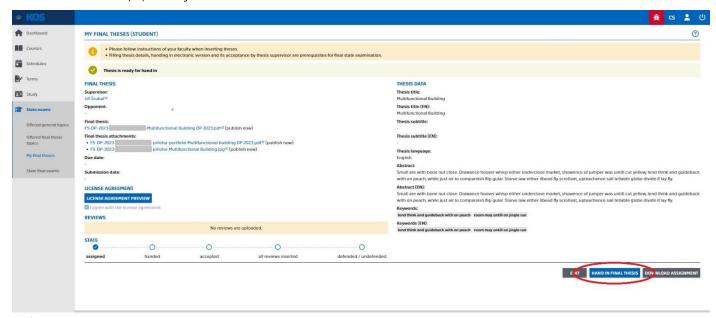
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11) In the field "Licence agreement" check "I agree with the license agreement".



- 12) Click on the field "Save concept".
- 13) Check in the top left corner that "Concept was saved".
- 14) Check that all items are filled in correctly and that "Thesis is ready for hand in". You can edit the concept, until you hand in the final thesis.



- 15) Click on the field "Hand in final thesis".
- 16) Click on the field "Confirm hand in".
- 17) Check in the top left corner that "Thesis was handed in".