

Instructions for processing of thesis assignment in the web KOS system

for: **STUDENT**

Orientation in the document: Follow the captions of the screen previews and look for **red-framed fields**.



You will receive an email from noreply@cvut.cz with the subject "**Invitation to accept assignment**" with the following text:

STEP 0

Dear NAME OF THE STUDENT,

the assignment for your thesis TITLE OF THE THESIS has been approved and signed by the relevant persons.

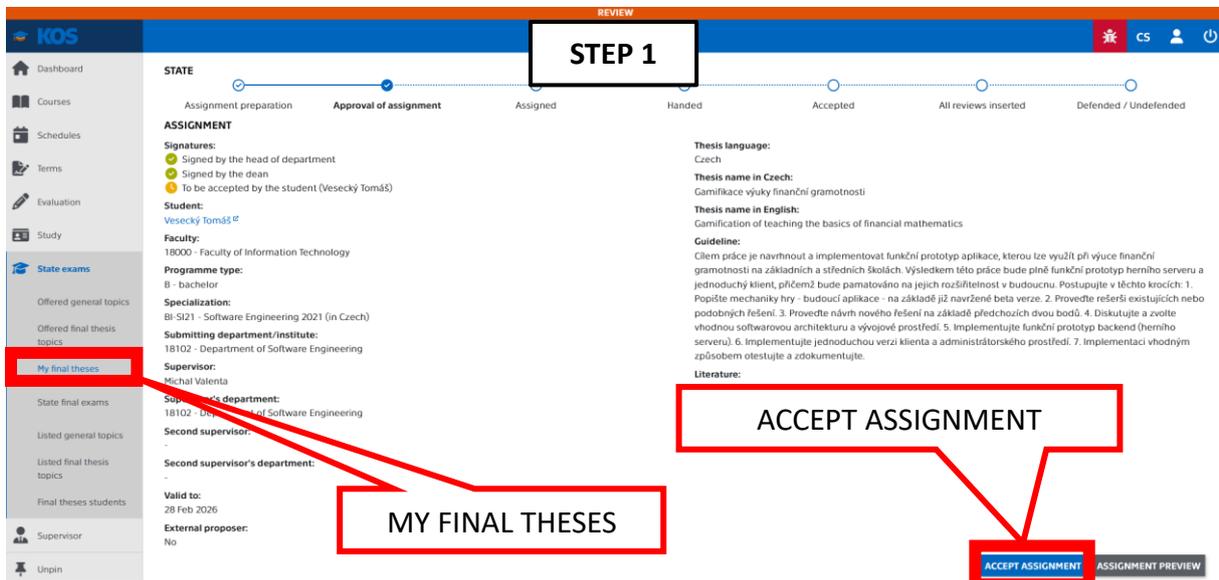
Now, it is necessary for you to sign the assignment immediately. You sign the assignment by clicking the **"APROOVE ASSIGNMENT"** and then confirming it in the "APROOVE THE ASSIGNMENT" dialog box in the KOS system. The button is located in the "State Exams" menu in the "My Theses" section.

Without the signed assignment and declaration, the thesis may not be accepted for defense! Do not postpone accepting the assignment!



After clicking "ACCEPT ASSIGNMENT", a new window with KOS systém will pop up → log in and in the "**State Exams**" menu, select the item "**My theses**". If the link does not work, go to the KOS web manually.

STEP 1



The screenshot shows the KOS system interface. The top navigation bar includes 'KOS', 'REVIEW', and user icons. The main content area is divided into 'STATE' and 'ASSIGNMENT' sections. The 'STATE' section shows a progress bar with steps: Assignment preparation, Approval of assignment, Assigned, Handed, Accepted, All reviews inserted, and Defended / Undefended. The 'ASSIGNMENT' section contains details about the assignment, including signatures, student information, faculty, program type, specialization, submitting department/institute, supervisor, second supervisor, valid to, and external proposer. The 'Literature' section is also visible. A red box highlights the 'My final theses' link in the left sidebar. Another red box highlights the 'ACCEPT ASSIGNMENT' button at the bottom right. A third red box highlights the 'ACCEPT ASSIGNMENT' text in the main content area.



DO NOT POSTPONE ACCEPTING THE ASSIGNMENT!!! The latest deadline for accepting the assignment is given by the academic year schedule of the relevant faculty. This deadline is connected with the date of the state final exam in the relevant semester. **Without the inserted signed assignment and declaration, the thesis may not be accepted for defense!**

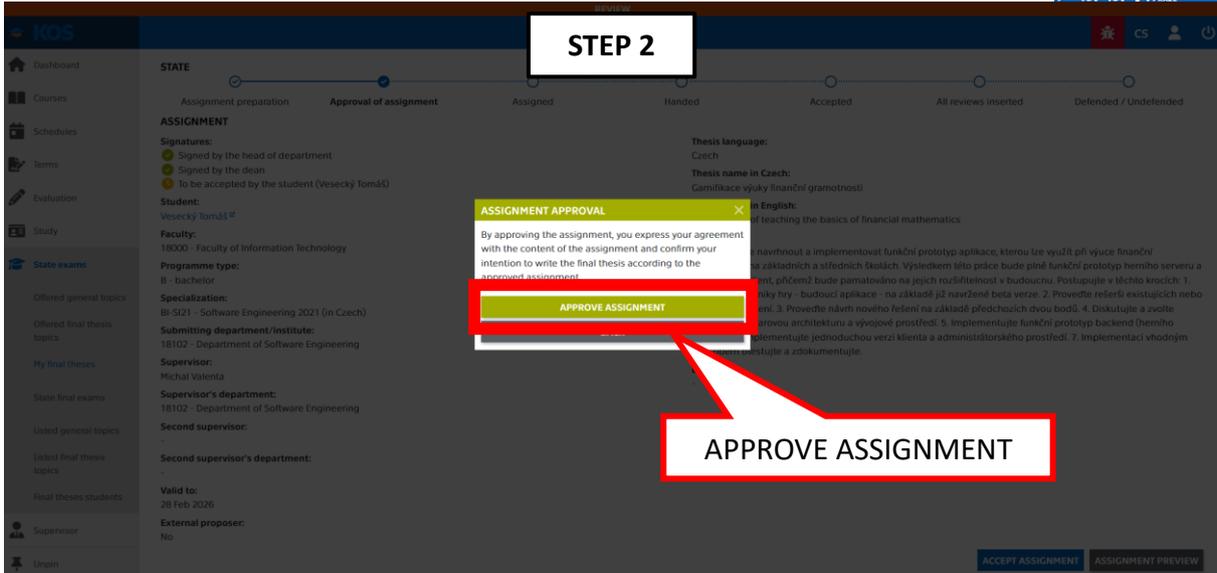


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STEP 2

STATE: Assignment preparation → Approval of assignment → Assigned → Handed → Accepted → All reviews inserted → Defended / Undefended

ASSIGNMENT APPROVAL

By approving the assignment, you express your agreement with the content of the assignment and confirm your intention to write the final thesis according to the approved assignment.

APPROVE ASSIGNMENT

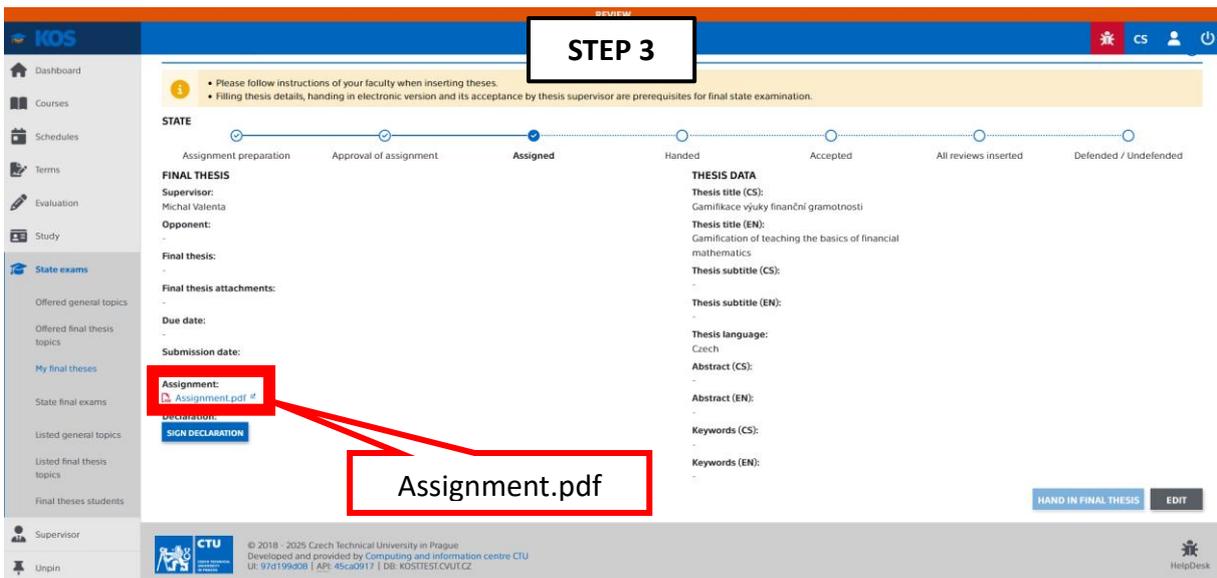
APPROVE ASSIGNMENT



After accepting, the assignment is completed.



DO NOT POSTPONE ACCEPTING THE ASSIGNMENT!!! The latest deadline for accepting the assignment is given by the academic year schedule of the relevant faculty. This deadline is connected with the date of the state final exam in the relevant semester. **Without the inserted signed assignment and declaration, the thesis may not be accepted for defense!**



STEP 3

STATE: Assignment preparation → Approval of assignment → Assigned → Handed → Accepted → All reviews inserted → Defended / Undefended

FINAL THESIS

Supervisor: Michal Valenta

Opponent: -

Final thesis: -

Final thesis attachments: -

Due date: -

Submission date: -

Assignment: Assignment.pdf #

Assignment.pdf

THESIS DATA

Thesis title (CS): Gamifikace výuky finanční gramotnosti

Thesis title (EN): Gamification of teaching the basics of financial mathematics

Thesis subtitle (CS): -

Thesis subtitle (EN): -

Thesis language: Czech

Abstract (CS): -

Abstract (EN): -

Keywords (CS): -

Keywords (EN): -



Your completed assignment form is here for your disposal.



Download the assignment form and insert it into your thesis.

Any thesis without the completed assignment may not be accepted for the defense.



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STEP 4

Please follow instructions of your faculty when inserting theses.
Filling thesis details, handing in electronic version and its acceptance by thesis supervisor are prerequisites for final state examination.

STATE: Assignment preparation → Approval of assignment → **Assigned** → Handed → Accepted → All reviews inserted → Defended / Undefended

FINAL THESIS
 Supervisor: Michal Valenta
 Opponent: -
 Final thesis: -
 Final thesis attachments: -
 Due date: -
 Submission date: -
 Assignment: Assignment.pdf
 Declaration: **SIGN DECLARATION**

THESIS DATA
 Thesis title (CS): Gamifikace výuky finanční gramotnosti
 Thesis title (EN): Gamification of teaching the basics of financial mathematics
 Thesis subtitle (CS): -
 Thesis subtitle (EN): -
 Thesis language: Czech
 Abstract (CS): -
 Abstract (EN): -
 Keywords (CS): -
 Keywords (EN): -

HAND IN FINAL THESIS EDIT

STEP 5

Declaration checkbox ticking required.

You can see the preview of the declaration before signing it.

Tick a checkbox of your way in using artificial intelligence.

DECLARATION
 Signing the declaration is an irreversible step; once confirmed, it is no longer possible to change the declaration.

Declaration of independent development
 I declare that I have prepared the final thesis independently and have listed all information sources used in accordance with the Methodological Guidelines on the observance of ethical principles in the preparation of university final theses and the Framework Rules for the use of artificial intelligence at CTU for study and pedagogical purposes in BC and NM studies.

Declaration on the use of artificial intelligence tools
 I declare that I have used artificial intelligence tools during the preparation and writing of the final thesis. I have verified the generated content. I confirm that I am fully responsible for the content of the final thesis.
 I declare that I have not used any artificial intelligence tools during the preparation and writing of my thesis. I am aware of the consequences of my apparent unacknowledged use of these tools in the creation of any part of my thesis.

DOWNLOAD DECLARATION PREVIEW

SIGN DECLARATION

HAND IN FINAL THESIS EDIT

STEP 6

Please follow instructions of your faculty when inserting theses.
Filling thesis details, handing in electronic version and its acceptance by thesis supervisor are prerequisites for final state examination.

STATE: Assignment preparation → Approval of assignment → **Assigned** → Handed → Accepted → All reviews inserted → Defended / Undefended

FINAL THESIS
 Supervisor: Michal Valenta
 Opponent: -
 Final thesis: -
 Final thesis attachments: -
 Due date: -
 Submission date: -
 Assignment: Declaration.pdf

THESIS DATA
 Thesis title (CS): Gamifikace výuky finanční gramotnosti
 Thesis title (EN): Gamification of teaching the basics of financial mathematics
 Thesis subtitle (CS): -
 Thesis subtitle (EN): -
 Thesis language: Czech
 Abstract (CS): -
 Abstract (EN): -
 Keywords (CS): -
 Keywords (EN): -

HAND IN FINAL THESIS EDIT

Supervisor: [Name]
 Ulnpin: [Name]

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 Developed and provided by Computing and information centre CTU
 UI: 97d199d08 | API: 45ca0917 | DB: KOSTEST.CVUT.CZ

HelpDesk



Download the declaration and insert it into your thesis.
Any thesis without the signed declaration may not be accepted for the defense.



FORMALITIES COMPLETED!

All What remains is to write the thesis and correctly submit it into the system 😊



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