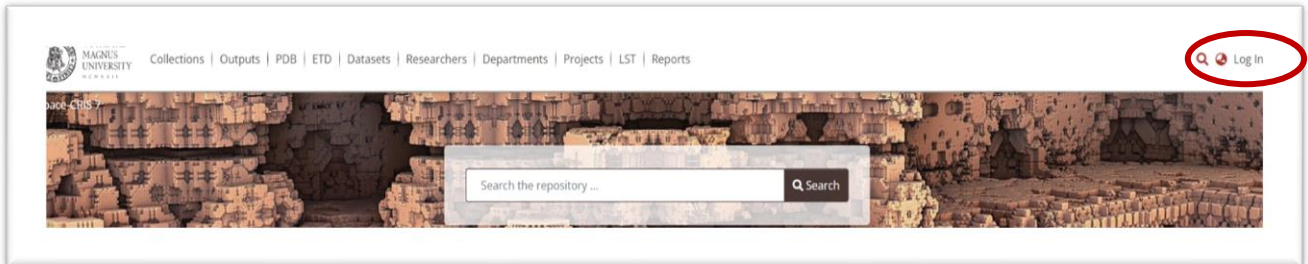


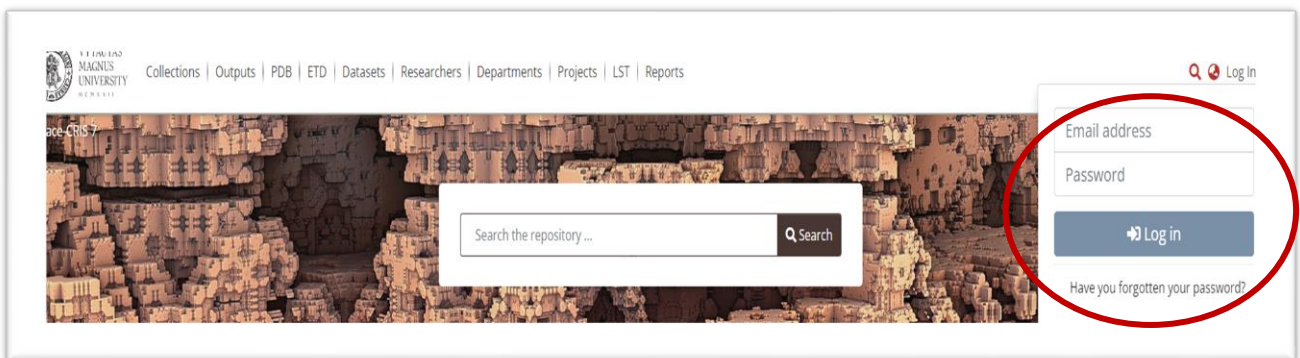
# Instruction of submission and editing researcher's profile in VMU CRIS

## 1. Log in

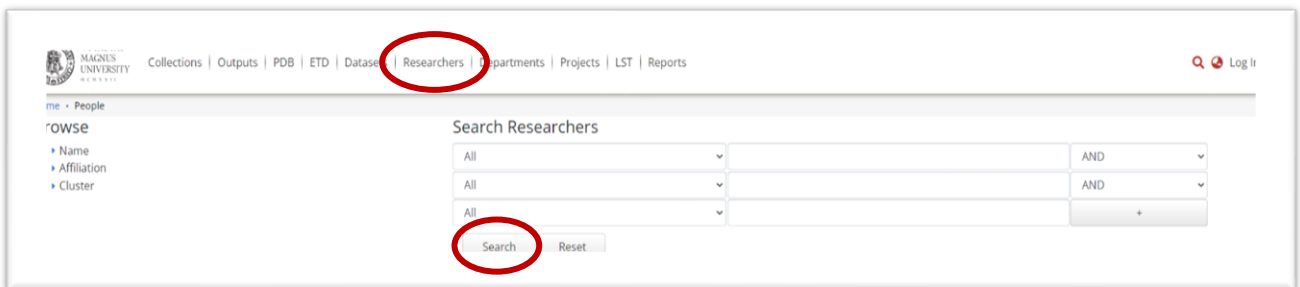
Log in to VMU CRIS ( <https://www.vdu.lt/cris/home> ). Click **Log in**:



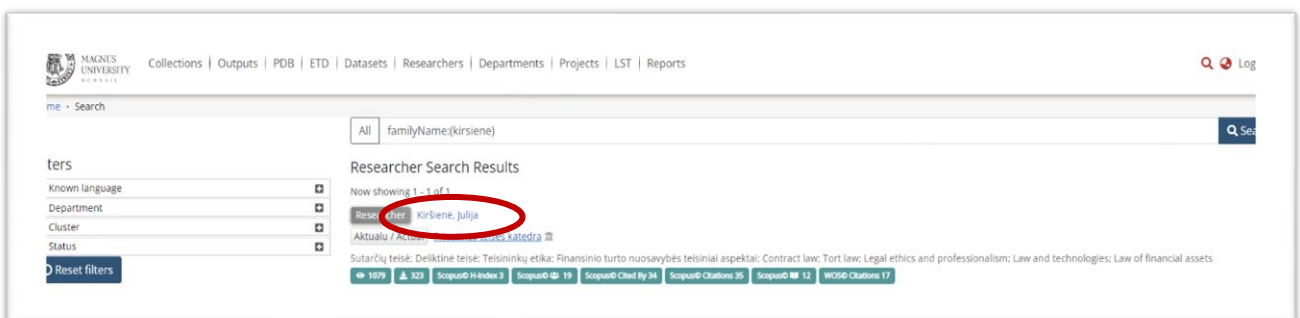
Write in your VMU e-mail address and password and click **Log in**:



In the main menu select **Researchers**. Find your profile in search box by writing in your name, surname and click **Search**:

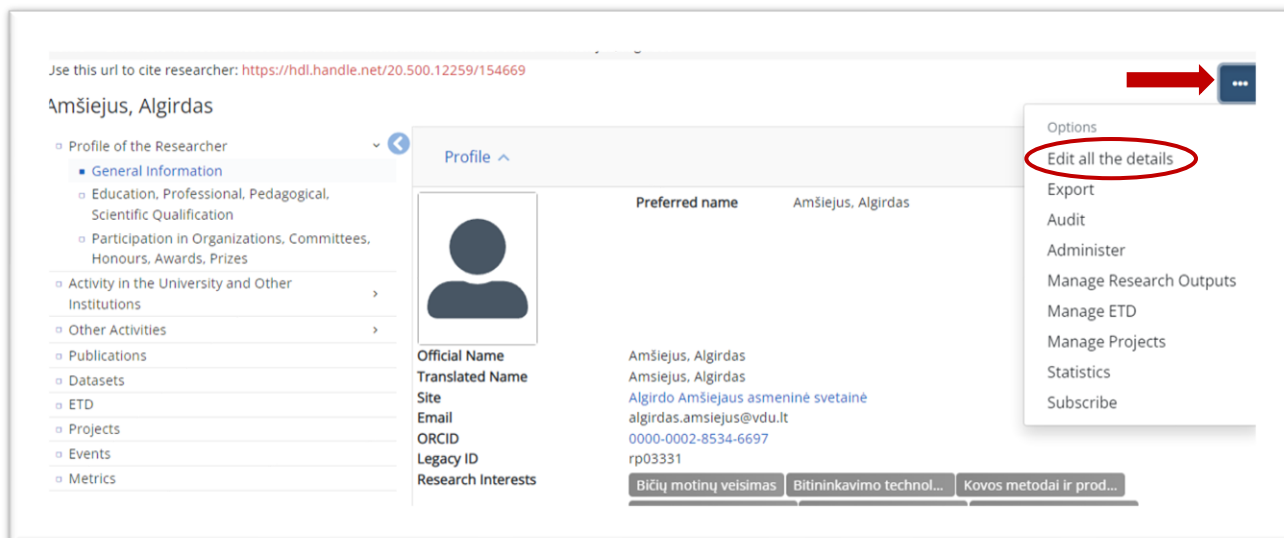


In search result list click on active link of your surname:



## 2. Submission and editing of information.

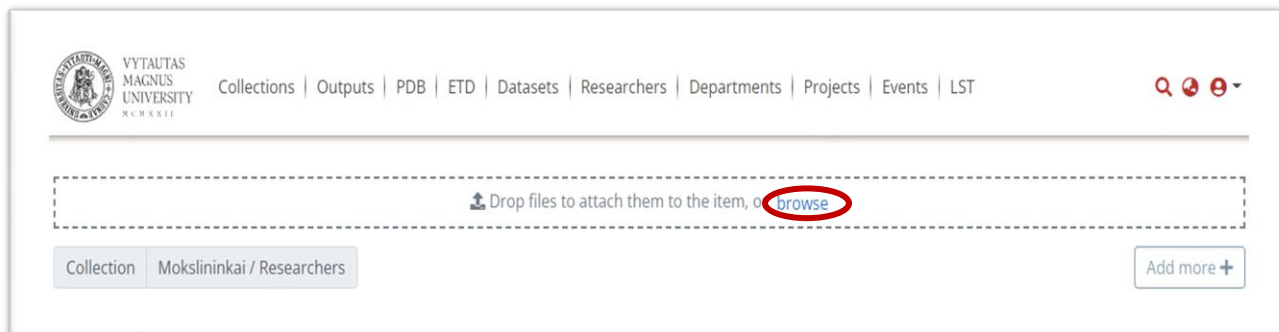
In profile window click on **ellipsis** icon, and in the list select **Edit all:**



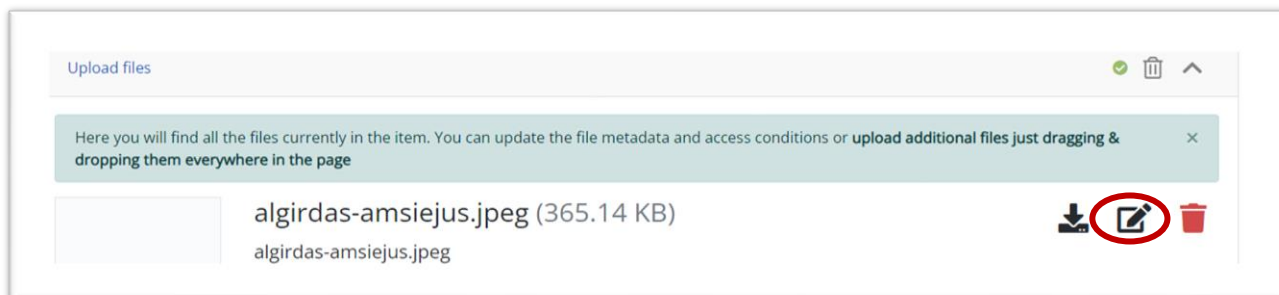
In edit mode, you can save, edit, or delete data in your profile by sequentially selecting the desired section or entry in the profile.

**Note:** it is necessary to save new entries or changes – at the end of the profile (at the bottom of the window) click **Save and Return**, each time before logging out of the system.

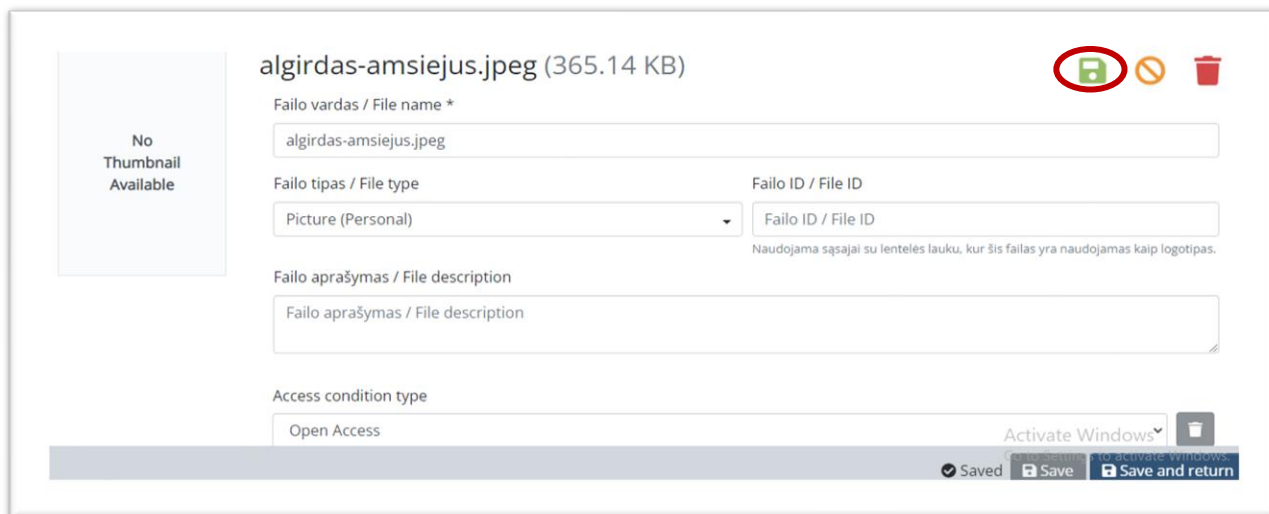
**Uploading photo or text file.** Upload personal photo file in JPG format, and CV – PDF format. Do this selecting *Drag & Drop your files here or browse*. Once the photo or/and file have been successfully uploaded, you'll see “Sent successfully” message at the top of the screen:



Refine the information about the uploaded file(s) and set the access conditions. Scroll to the bottom of the window and click **edit (pencil)** icon next to the uploaded file:

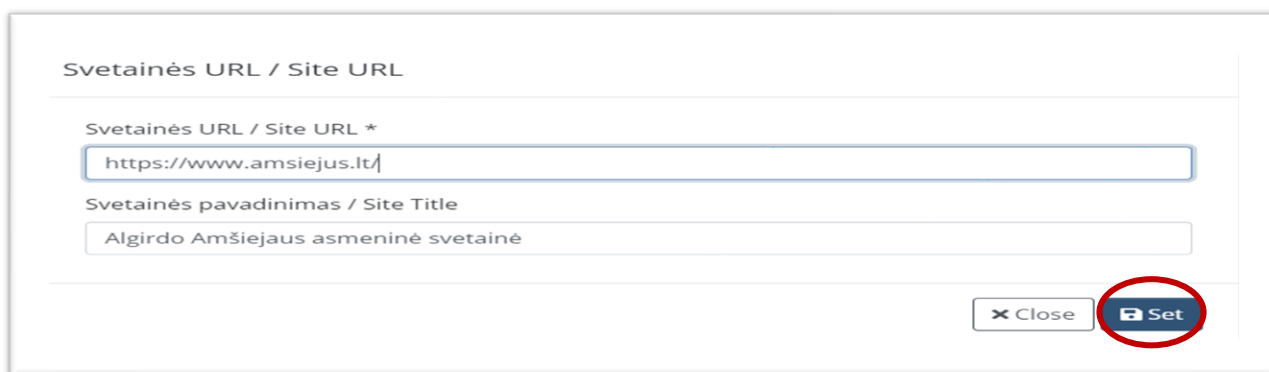


Next to personal photo select file type – Picture (Personal), next to CV – File. Set access condition type: free access. When embargo or intranet access conditions are selected, access restriction dates must be specified. Click **Save** (floppy disk icon) to save file settings:



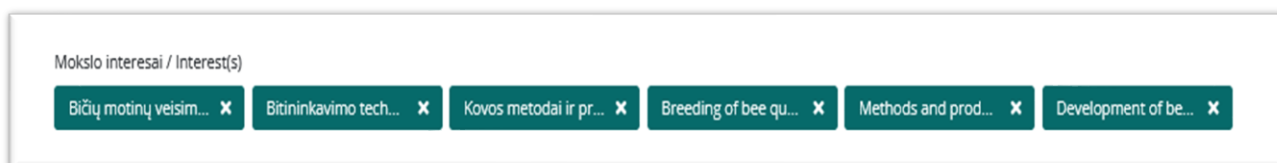
**Person basic information.** Some data (surname, name, affiliation, VMU e-mail address) are automatically loaded from University information system. Complete the information by entering other forms of your name, other e-mail address, ORCID number, Scopus ID, etc. in the fields provided. To add a field, click +Add more.

Provide links to your personal website in the box **Personal Site(s)**. Click +Add more and fill in the boxes. Click **Set/Add**.



**Media URL(s).** Provide links to social networks, websites or other Internet sources revealing your research activities – VMU, Researchgate, Wikipedia, LinkedIn, etc. Click +Add more and fill in the boxes. Click **Add**.

**Research interest(s).** Indicate your research interests in Lithuanian and English. Each time after typing a word or phrase, click +Add more. The order of the interests can be changed by moving them with the mouse.



**Education, professional, pedagogical, scientific qualification(s).** Click +Add more and enter in the boxes the name of the education or professional position acquired, the period, the name of the institution of study or work.

The order of the interests can be changed by moving them with the mouse. You can edit posts in this and other sections in forms that open by clicking on the post with left mouse button. Save changes by clicking **Set/Add**.

Institucija, pavadinimas / Institution / Title

Pradžia / Start: 2001 month day; Pabaiga / End: 2003 month day

Išsilavinimas, kvalifikacija / Education, Qualification \*: Magistro laipsnis. Etnologija / Master's degree. Ethnology

Institucija, pavadinimas / Institution / Title \*: Vytauto Didžiojo universitetas / Vytautas Magnus University

Buttons: Close, Set

**Participation in organizations, honours, awards, prizes.** Click +Add more and write in data about awards, membership in organizations, expert activities. Click **Set/Add**.

Institucija, pavadinimas / Institution / Title

Pradžia / Start: 2009 month day; Pabaiga / End: year month day

Pripažinimas, apdovanojimas / Honour, Award, Prize \*: Ekspertė / Expert

Institucija, pavadinimas / Institution / Title \*: Lietuvos mokslo taryba / Research Council of Lithuania

Buttons: Close, Set

**Teaching List.** Enter title and code of the subject taught in the current academic year or previously taught, provide a link to the description of the subject on VMU website, specify the teaching period. In the box **Department** entering beginning of VMU department, select it from the list. Click **Set/Add**.

Dalyko kodas / Subject code

Dalyko kodas / Subject code: TEIN5019; Dalykas / Subject Title: Sutarčių teisė / Contract law

Padalinys / Department: Teisės fakultetas / Faculty of Law; Dalyko URL / Subject URL: http://www.vdu.lt/lt/study/subject/3038

Pradžios data / Start Date: 2017 month day; Pabaigos data / End Date: year month day

Buttons: Close, Set

**Supervision of the students' works.** Here you can record the final works you have supervised in 2007 or previous years or in institutions other than ASU, LEU, VMU. Click +Add more, fill in boxes and click **Add**.

**Note:** studies final works since 2007 have been transferred to VMU CRIS and linked to work supervisors. Please check this information in **ETD** section of your profile.

**Administrative and other activities.** Click +Add more and enter the activity period, job title, institution. If the administrative activity was performed in VMU, select its department by entering the beginning of the department (active interface will appear – green circle). Click **Set/Add**.

Pozicija / Position

Pradžia / Start: 2001 month day

Pabaiga / End: 2017 month day

Pozicija / Position \*: Katedros vedėja / Head of Department

Institucija / Institution \*: Ekonomikos katedra / Department of Ecor

**Invited lectures and presentations.** Click +Add more and write in the date, title and location of the event, the subject of your report and the type of activity. Click **Set/Add**.

Pavadinimas / Title

Data / Date: 2011 2 11

Pavadinimas / Title \*: Aktualios žmogaus teisių apsaugos problemo

Vieta, institucija / Location, Institution \*: Tarptautinė konferencija / International C

Veiklos tipas / Activity Type \*: Pranešėja / Speaker

**Qualification development.** Click +Add more, write in the period of qualification activity, title, type, location and click **Set/Add**.

Pavadinimas / Title

Pradžia / Start: 2011 month day

Pabaiga / End: 2011 month day

Pavadinimas / Title \*: Stažuotė Texas Tech universitete / Internship at Texas Tech University

Vieta / Location \*: USA / JAV

Veiklos tipas / Activity Type \*: Stažuotė / Fellowship

**Editorship.** Click +Add more, write in the period of editorship, the exact title of the publication and your activities in it and click **Set/Add**.

Pavadinimas / Title

Pradžia / Start

2011 month day

Pabaiga / End

year month day

Pavadinimas / Title \*

Socialinių mokslų studijos

Veiklos tipas, pozicija / Activity Type, Position \*

Redakcinės kolegijos narė / Member of editor

Close Set

**Project activities.** Here you can enter data on participation in projects for which no information is provided in VMU CRIS (i.e. before 2018) or projects carried out in other institutions. Click +Add more, fill in the boxes and click **Add**. **Note:** you will find information about your VMU projects and their interfaces in your profile section **Projects**. Project Implementation Unit of Research and Innovation Department is responsible for information about projects in VMU CRIS.

**Languages.** Click +Add more, select a language and its proficiency level from the list and click **Set/Add**.

Kalba / Language

Kalba / Language \*

IOWN KEY Anglų / English

Šnekamoji / Spoken \*

Labai gerai / Very good

Rašymo / Written \*

Labai gerai / Very good

Close Set

### 3. Summary of profile data

All information about yourself in the profile can be downloaded in pdf, word format. In the profile window click **ellipsis** and select **Export**:

Profile

Options

Export

Preferred name

Kiršienė, Julija

Affiliation

Privatinės teisės katedra

Status

Kiršienė, Julija

Cluster

Globalizacijos įtakos teisei tyrimai

Site

Julija Kiršienė

Email

julija.kirsiene@vdu.lt

ORCID

0000-0003-2196-5648

Scopus Author ID

36172570800

Legacy ID

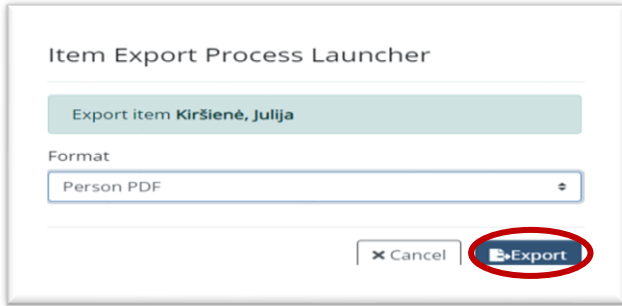
rp00952

Research Interests

Sutarčių teisė Deliktinė teisė Teisininkų etika Finansinio turto nuos... Contract law Tort law Legal ethics and profe... Law and technologies

Law of financial assets

Select the format from the list (person-pdf; person-rtf) and click **Export**:



The screenshot shows a dialog box titled "Item Export Process Launcher". At the top, there is a text field containing "Export item Kiršienė, Julija". Below this, there is a "Format" label and a dropdown menu currently displaying "Person PDF". At the bottom of the dialog, there are two buttons: "Cancel" and "Export". The "Export" button is highlighted with a red circle.

You can open the downloaded file for viewing or save it to a computer.