

Submission instruction of final theses, doctoral dissertations and their summaries to VMU CRIS

According to Vytautas Magnus University Rector's order of May 4, 2020 No. 239, final theses, doctoral dissertations and their summaries (hereafter – ETD works) 10 days before defence must be submitted to the repository of Vytautas Magnus University research management system (hereafter – VMU CRIS).

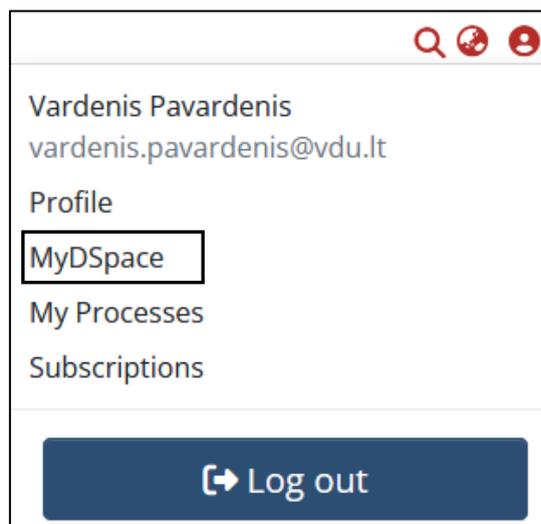
4 stages of ETD submission: 1) Registration and login to CRIS 2) Submission of ETD work file 3) Submission of metadata about ETD work 4) Confirmation of licence agreement and work submission.

1. LOGIN

Log in to www.vdu.lt/cris. Click **Log in**. Write in your **VMU email address** (vardenis.pavardenis@vdu.lt and not stud.vdu.lt) and **password**, click **Log in**:



Select **MyDSpace**:



Click on (+) and select **ETD**:



Indicate ETD collection:



2. SUBMISSION OF ETD WORK FILE

Submit ETD work file in Adobe System PDF format (version 1.4 or newer). File names are compiled as follows:

name_surname_bd.pdf (bachelor thesis);

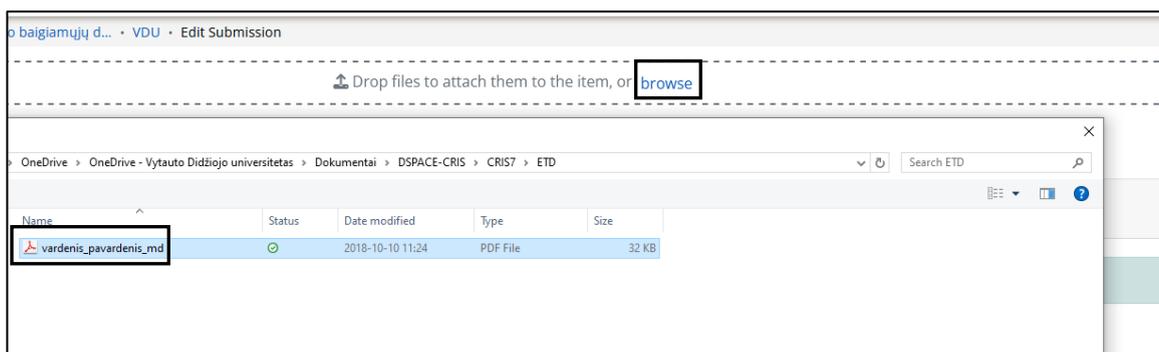
name_surname_md.pdf (master thesis);

name_surname_dd.pdf (doctoral dissertation);

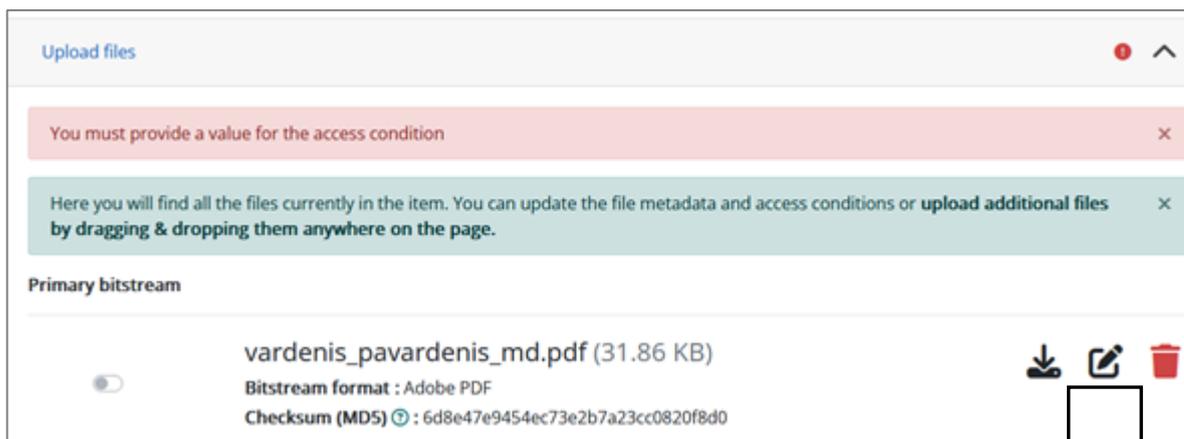
name_surname_ds.pdf (summary of doctoral dissertation).

File name should not contain Lithuanian and capital letters, spaces, specific symbols.

File is uploaded by clicking **browse** or drag file into the indicated place.



Fill in the information about the file, indicate access conditions. Click on *pencil* icon:



Possible access conditions to ETD work: 1) free access (public access on the internet). Once you have selected them, you will need to fill in the Open Content License selection field and choose the license type. 2) access embargo (archived ETD will be viewable only by employees authorized to process the data of stored document), 3) access on the institution intranet (accessible on the University network). The maximum period for access embargo and intranet is 5 years.

- If you have selected “Access Embargo” (an embargo is a period of temporary prohibition set by the author during which public access to work is restricted), indicate the *Embargo until* date;
- If you have selected "Access on the institution intranet", specify the *Expiration date* from which the work will be publicly accessible.

To extend / change the expired term of the “Access Embargo” or “Access on the institution intranet”, contact the VMU CRIS administrator, by submitting a reasoned request for extension / change of access. The University encourages free access online. Doctoral dissertations and their abstracts must be freely accessible.

After filling in the information about the file and specifying access conditions, click Save button.

3. INFORMATION ABOUT ETD WORK (METADATA)

Fill in the main information about ETD work. Enter data:

- about yourself (author's surname, name),
- your department (institute). Don't select faculty!
- Enter data about supervisor (if supervisor is not from VMU, find his/her name according to the surname starting in capital letter),
- ETD title in original language,
- title in other language: English, if original title is Lithuanian; Lithuanian, if original title is English or other language. Write in titles according to grammar rules (only proper nouns are capitalized in Lithuanian and English),
- defence date.

ETD basic information

1. Autorius (Pavardė, Vardas) / Author (Surname, Name) * Prieskyra / Affiliation *

1. Autorius (Pavardė, Vardas) / Author (Surname, Name) Prieskyra / Affiliation

Pvz. / Ex. Pavardenis, Vardenis Katedra arba institutas

2. Darbo vadovas (Pavardė, Vardas) / Thesis advisor (Surname, Name) *

2. Darbo vadovas (Pavardė, Vardas) / Thesis advisor (Surname, Name)

Pvz. / Ex. Pavardenis, Vardenis; Nerašykite mokslinių laipsnių / Do not include academic degrees with the surname

3. Darbo antraštė originalo kalba / Title *

3. Darbo antraštė originalo kalba / Title Lietuvių / Lithuanian (lt) ▾

Antraštės nerašykite vien didžiosiomis raidėmis / The title should not be written in all capital letters

4. Darbo antraštė kita kalba / Other Title *

4. Darbo antraštė kita kalba / Other Title Lietuvių / Lithuanian (lt) ▾

Antraštės nerašykite vien didžiosiomis raidėmis / The title should not be written in all capital letters

5. Darbo gynimo data / Thesis Defence Date *

Year Month Day

• Select the required document type (6) from the hierarchical tree and the type of work (6a) from the menu:

6. Dokumento rūšis / Type *

text::thesis::professional thesis ▾

Hierarchical tree view

- text::thesis::bachelor thesis
- text::thesis::doctoral thesis
- text::thesis::master thesis
- text::thesis::professional thesis

6a. Darbo rūšis / Work type *

Magistro darbas / Master Thesis ▾

- Select/ find branch of science:

7. Mokslo kryptis / Branch of science *

Ekonomika / Economics (S004) ▾

Eko

Ekologija ir aplinkotyra / Ecology and environmental sciences (N012)

Ekonomika / Economics (S004)

9. Studijų programa / Study Discipline

- Choose a study programme(8), then indicate the field of study(8a):

8. Studijų programa / Study Discipline *

8. Studijų programa / Study Discipline ▼

8a. Studijų kryptis / Study Field *

▼

- Select the language of the thesis from the menu.:

9. Darbo kalba / Language *

▼

- Write in 3–5 keywords in Lithuanian and English. Each word must start in capital letter and be written in separate box (click **+Add more**). Remember to indicate language of keyword.
- Upload abstracts (Lithuanian and English) into separate boxes. Remember to indicate language of abstract. Abstract scope – up to 250 words.
- Enter the number of work pages.

10. Reikšminiai žodžiai lietuvių ir anglų kalbomis / Keywords *

Teachers	Anglų / English (en) ▼	
Perception of mattering	Anglų / English (en) ▼	
Demographic differences	Anglų / English (en) ▼	
Mokytojai	Lietuvių / Lithuanian (lt) ▼	
Reikšmingumo suvokimas	Lietuvių / Lithuanian (lt) ▼	
Demografiniai skirtumai	Lietuvių / Lithuanian (lt) ▼	

Jrašykite 3-5 reikšminius žodžius lietuvių ir anglų k. / Add 3-5 keywords in Lithuanian and English. Kiekvieną reikšminį žodį ar frazę rašykite iš didžiosios raidės į atskirą lauką (spauskite „+“ Pridėti lauką). Nepamirškite lauko gale nurodyti reikšminio žodžio kalbą / Write each keyword or phrase with a capital letter in a separate field (click '+' Add field). Do not forget to indicate the language of the keyword at the end of the field

[+ Pridėti lauką / Add field](#)

11. Santrauka lietuvių ir anglų kalbomis / Abstract *

11. Santrauka lietuvių ir anglų kalbomis / Abstract Lietuvių / Lithuanian (lt) [trash]

11. Santrauka lietuvių ir anglų kalbomis / Abstract Anglų / English (en) [trash]

Įkelkite darbo santraukas lietuvių ir anglų kalbomis į atskirus laukus. Nepamirškite lauko gale nurodyti santraukos kalbą / Upload the summaries of work in Lithuanian and English into separate fields. Do not forget to indicate the language of the summary at the end of the field

[+ Pridėti lauką / Add field](#)

4. CHOOOSING CREATIVE COMMONS LICENCE

Using CC license, you may indicate your ETD work conditions of use in internet (only for „ETD work is freely accessible on the internet“).

Choosing Creative Commons licence

Select a license type... ▾

- CC0
- Creative Commons
- Sampling
- Public Domain Mark
- CC0

If you are choosing a license for public use, select *Public Domain Mark*; if you are choosing a license without restrictions, select *CC0*.

PD	Public Domain Mark	 http://creativecommons.org/publicdomain/mark/1.0/	The work is in the public domain. It may be used without restriction.
CC0	CC0	 http://creativecommons.org/publicdomain/zero/1.0/	The author of the work allows it to be used freely without any restrictions (it can be modified, adapted, and used for commercial purposes). Attribution is not required.

If you are choosing a **CC license** with certain restrictions, select **Yes**, **No**, or **ShareAlike**. For a more detailed explanation of the options, see the table below.

Choosing Creative Commons licence

Creative Commons ▾

Allow commercial uses of your work? ?

Yes
 No

Allow modifications of your work? ?

Yes
 ShareAlike
 No

Jurisdiction of your licence ?

International ▾

You've selected the following license:
<http://creativecommons.org/licenses/by-sa/4.0/>

I grant the license above

After selecting an Creative Commons, confirm it by checking the box next to "I grant the licence above".

A more detailed explanation of the CC license options:

Creative Commons			
Allow commercial uses of your work?	Allow modifications of your work?	Licence	
Yes	Yes	 http://creativecommons.org/licenses/by/4.0/	The object can be used without restrictions (modified, adapted, and used for commercial purposes). Attribution is required.
Yes	ShareAlike	 http://creativecommons.org/licenses/by-sa/4.0/	The object can be used without restrictions (modified, adapted, and used for commercial purposes), but if it is modified or incorporated into another work, the newly created object must be published under the same conditions, i.e., also marked with a CC BY-SA license. Attribution is required.
Yes	No	 http://creativecommons.org/licenses/by-nd/4.0/	The object can be used but cannot be modified, adapted, or used to create derivative works. It can be used for commercial purposes. Attribution is required.
No	Yes	 http://creativecommons.org/licenses/by-nc/4.0/	The object can be used without restrictions (modified, adapted), but only for non-commercial purposes. Attribution is required.
No	ShareAlike	 http://creativecommons.org/licenses/by-nc-sa/4.0/	The object can be used, modified, and adapted, but only for non-commercial

			purposes. If modified or incorporated into another work, the newly created object must be marked with a CC BY-NC-SA license. Attribution is required.
No	No	 http://creativecommons.org/licenses/by-nc-nd/4.0/	The object can be used, but it cannot be modified, adapted, or used to create derivative works. It can only be used for non-commercial purposes. Attribution is required.

5. CONFIRMATION OF LICENCE AND SUBMISSION OF THESIS

Read the licence and confirm it by marking a tick at *I have read and I approve*.
Overview uploaded data and click **Submit**

I, the author of the ETD:

- grant the University a non-exclusive, open-ended, global license to use the ETD in the University's archive free of charge, in accordance with the conditions established for access to such ETD;
- warrant that the submitted ETD is an original work by the author, which does not infringe other persons' copyright and related rights and has directly or indirectly used other works by means which, in accordance with the Law on Copyright and Related Rights of the Republic of Lithuania, do not require the prior consent of the author(s) or other subject(s) of related rights, or such consent has been obtained from the author(s) of the used work or the subject(s) of related rights regarding such use;
- guarantee that the text of the ETD is written in accordance with the rules established for proper language use and meets the language-style requirements;
- guarantee that the submitted ETD does not infringe the copyright of other persons, does not contain confidential and/or sensitive information or information that must be subject to publication restrictions established in legislation of the Republic of Lithuania or in agreements concluded with me. I take responsibility for such violations and undertake to compensate the University for any damage suffered by the University as a result of an infringement of such copyright or confidentiality, as well as to assume full liability for claims by third parties regarding copyright or confidentiality;
- have the opportunity to apply upon the end of the period of embargo on access to the ETD (within one month following such end) regarding an extension or modification in the terms and conditions for access to the ETD. If the terms and conditions for access to the ETD (the embargo) are not extended, such terms and conditions are automatically changed to 'the ETD is freely accessible online';
- grant the University the right to disseminate the metadata of the ETD and/or the work through external systems (e.g., Google Scholar, Lithuanian Academic Electronic Library (eLABa), etc.) in accordance with the established terms and conditions for access to such work;
- agree that the University may change the ETD and its metadata, without changing the content, into any medium or format and store backups in the interest of long-term preservation of information.

I have read and I approve

Most fields are mandatory; if you do not fill them in, you will not be able to submit your work.

After submitting your work, you will receive a notification about the ETD submission in your email inbox. After the [responsible employee](#) reviews the submitted information, you may receive a request to clarify the submitted information.

You will find the submitted ETD work in the [VDU CRIS search](#) with the status "Defended - No." After defending the work, the status will be changed to "Defended - Yes."