

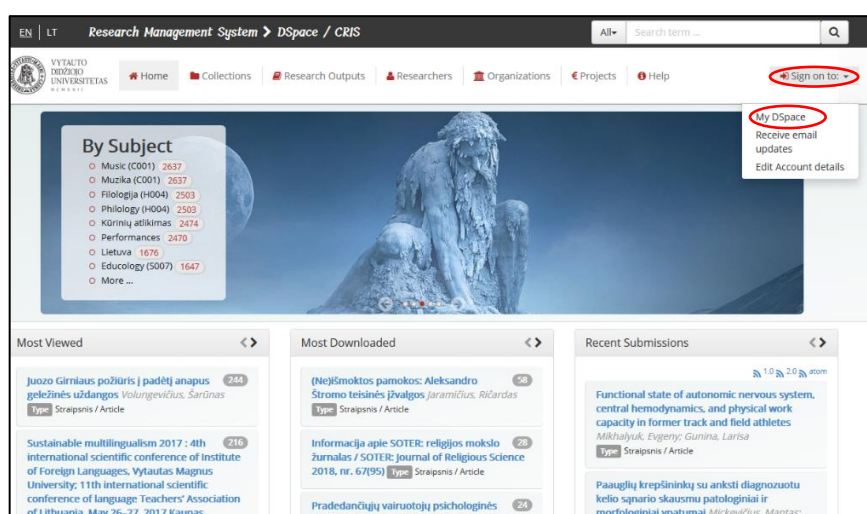
According to the Vytautas Magnus University Rector's Order No 201, 2017 May 24 final master theses, doctoral dissertations and their summaries (hereinafter – ETD works) must be submitted to Vytautas Magnus University Research management system repository (hereinafter – CRIS).

5 working days before the defence, using a certain user interface the authors submit ETD works. The submission consists of 2 stages: 1) Registration and login to CRIS 2) Submission of ETD work.

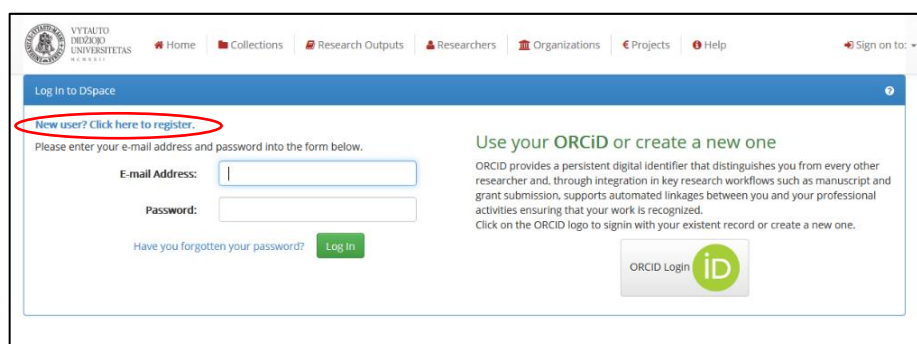
SUBMISSION INSTRUCTION OF THE ETD WORK (FOR MASTER DEGREE AND DOCTORAL STUDENTS)

1. REGISTRATION AND LOGIN

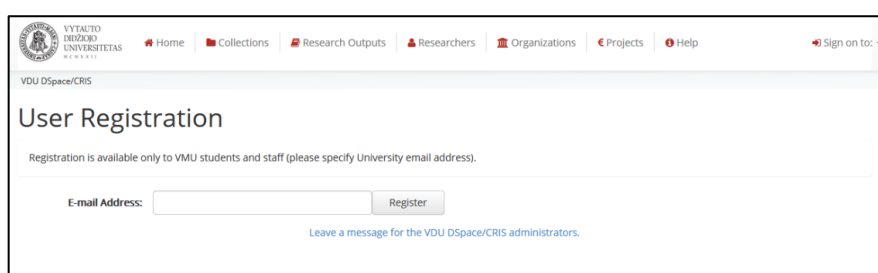
Open CRIS (www.vdu.lt/cris). Choose **Sign on to** and choose **My Dspace**



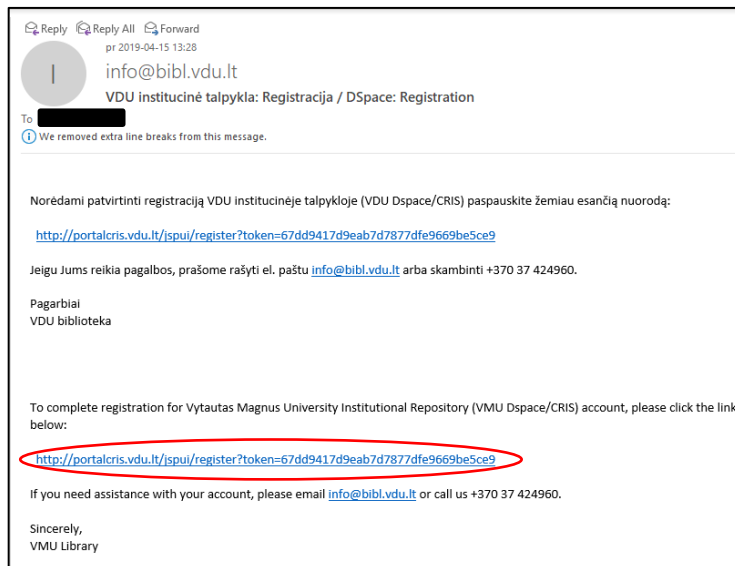
In the opened window, click **New user? Click here to register**.



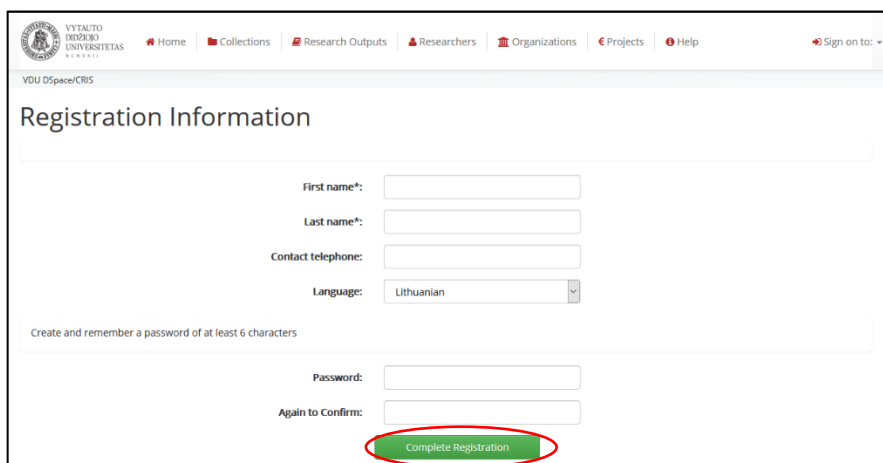
In the box **E-mail address** write in your **VMU e-mail address** and click **Register**:



You will receive a message to **VMU e-mail inbox** from **info@bibl.vdu.lt**. On opening it, click on the link:



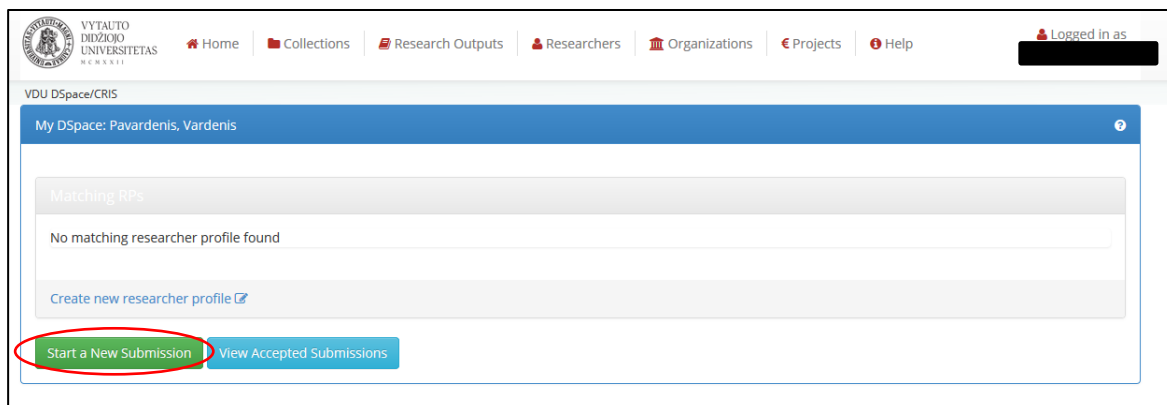
After clicking the link in a new window you have to fill in the necessary boxes and click on **Complete Registration**



Login to [CRIS](http://www.vdu.lt/cris) (www.vdu.lt/cris).

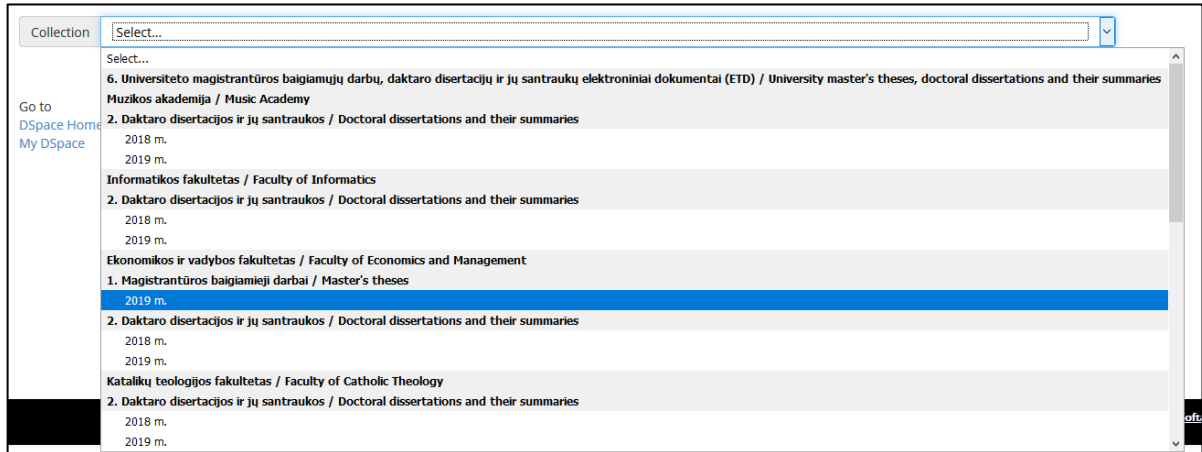
2. SUBMISSION OF ETD WORK

Choose **Start a New Submission**



Choose:

- **Universiteto magistrantūros baigiamųjų darbų, daktaro disertacijų ir jų santraukų elektroniniai dokumentai / University master's theses, doctoral dissertations and their summaries;**
 - your faculty;
 - ETD work type:
 - 1. Magistrantūros baigiamieji darbai / Master's theses**
 - 2. Daktaro disertacijos ir jų santraukos / Doctoral dissertations and their summaries;**
 - year.



Click next:

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Fill in the necessary fields (marked *): write in your personal data (author's surname, name), ETD work title in Lithuanian and English. Titles must be written according to grammar rules (only proper nouns are written in capital letters in Lithuanian and English). Write in data about ETD advisor (surname, name), choose from the list document type and branch of science, language in which the work is written and click **Next**:

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2. Darbo antraštė lietuvių kalba / Title *

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4. Darbo vadovas / Thesis advisor *
Last name, e.g. Smith First name(s) + "Jr", e.g. Donald Jr

5. Gynimo data / Date of thesis defence *
Month: (No Month) Day: Year:

6. Dokumento rūšis / Type *

7. Mokslo kryptis / Branch of science *

Pasirinkite fakultetą, katedrą. Pažymėti laikant CTRL mygtuką / Choose your faculty. Select it with CTRL button

8. Fakultetas, katedra / Department *
Ekonomikos ir vadybos fakultetas
Ekonomikos katedra
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Marketingo katedra
Vadybos katedra
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Biochemijos katedra
Biologijos katedra
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Humanitarinių mokslų fakultetas
Istorijos katedra
Kultūrų studijų katedra

9. Darbo kalba / Language *

Cancel/Save Next

Continue ETD work description. If ETD work was written in English, its data (summary and keywords) are submitted in English and Lithuanian. It is necessary to submit 3 to 5 keywords in both languages (key word or phrase is written in capital letter is separate box), for adding a box click on „+Add More“. Summary length – up to 250 words.

The screenshot shows a web form with a progress bar at the top: Describe, Describe, Upload, Verify, License, License, Complete. Below the progress bar, it says "You are submitting in 2019 m." and provides instructions in Lithuanian and English. Section 10, "Reikšminiai žodžiai / Keywords", has two input boxes for "Citation" and "Citavimas" with "Add More" buttons. Section 11, "Santrauka / Abstract", has three text areas with "Remove Entry" and "Add More" buttons.

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Submit ETD work file in Adobe System PDF format (version 1.4 or later). File name is compiled as follows:

- name_surname_md.pdf** (master thesis);
- name_surname_dd.pdf** (dissertation);
- name_surname_ds.pdf** (summary of dissertation).

File is loaded by clicking **Select a file or drag & drop files...**

The screenshot shows a file upload interface with a progress bar at the top: Describe, Describe, Upload, Verify, License, License, Complete. It says "You are submitting in 2019 m." and features a large grey area with an upload icon and the text "Select a file or drag & drop files ...". At the bottom, there are buttons for "Previous", "Save", "Skip file upload >", and "Next >".

Click **Change** to Access Settings

Primary bitstream	File	Size	Description	File Format	Access Settings
<input type="radio"/>	vardenis_pavardenis_md.pdf	32622 bytes	None	Adobe PDF (known)	<input type="button" value="Change"/>

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Reason:
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1. Autorius / Author	Pavardenis, Vardenis	<input type="button" value="Edit"/>
2. Darbo antraštė lietuvių kalba / Title	Darbo pavadinimas	
3. Darbo antraštė anglų kalba / Other Title	Title	
4. Darbo vadovas / Thesis advisor	Darbo, Vadovas	
5. Gynimo data / Date of thesis defence	25-May-2019	
6. Dokumento rūšis / Type	Magistro darbas / Master thesis	
7. Mokslo kryptis / Branch of science	Ekonomika (S004) / Economics	
8. Fakultetas, katedra / Department	Ekonomikos ir vadybos fakultetas Finansų katedra	
9. Darbo kalba / Language	Lithuanian	

10. Reikšminiai žodžiai lietuvių ir anglų kalbomis / Keywords	ekonomika economic	<input type="button" value="Edit"/>
11. Santrauka lietuvių ir anglų kalbomis / Abstract	santraukas lietuvių kalba Abstract	
12. Darbo apimtis / Pages	72 p.	
13. Darbo prieigos sąlyga / Work access condition	ETD darbas laisvai prieinamas internete / Free access	

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