

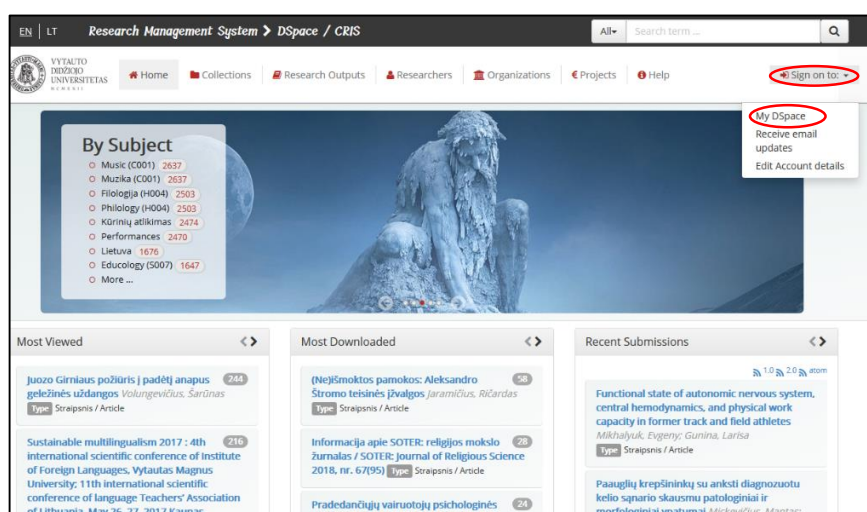
According to the Vytautas Magnus University Rector's Order No 201, 2017 May 24 final master theses, doctoral dissertations and their summaries (hereinafter – ETD works) must be submitted to Vytautas Magnus University Research management system repository (hereinafter – CRIS).

10 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.

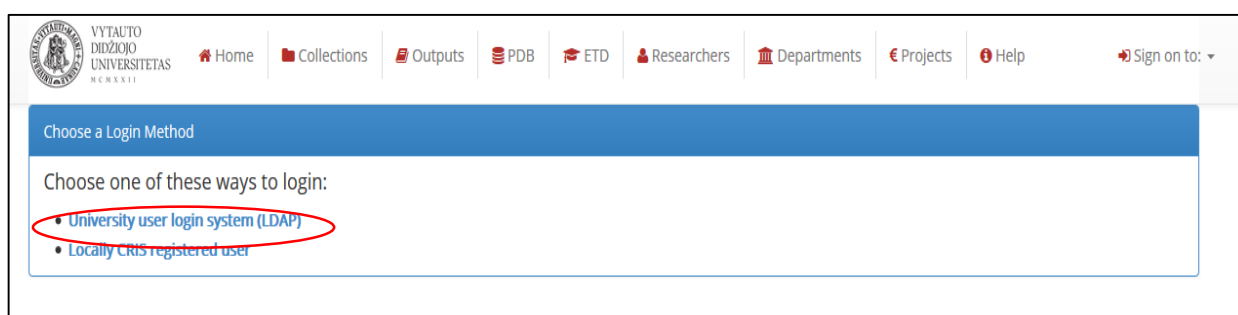
## SUBMISSION INSTRUCTION OF THE ETD WORK

### 1. LOGIN

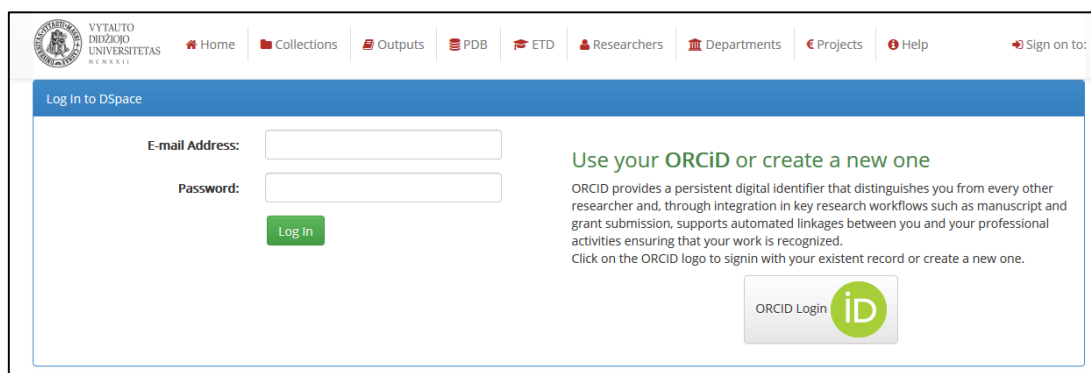
Open CRIS ([www.vdu.lt/cris](http://www.vdu.lt/cris)). Choose **Sign on to** and choose **My Dspace**



In the opened window, click **University user login system (LDAP)**.

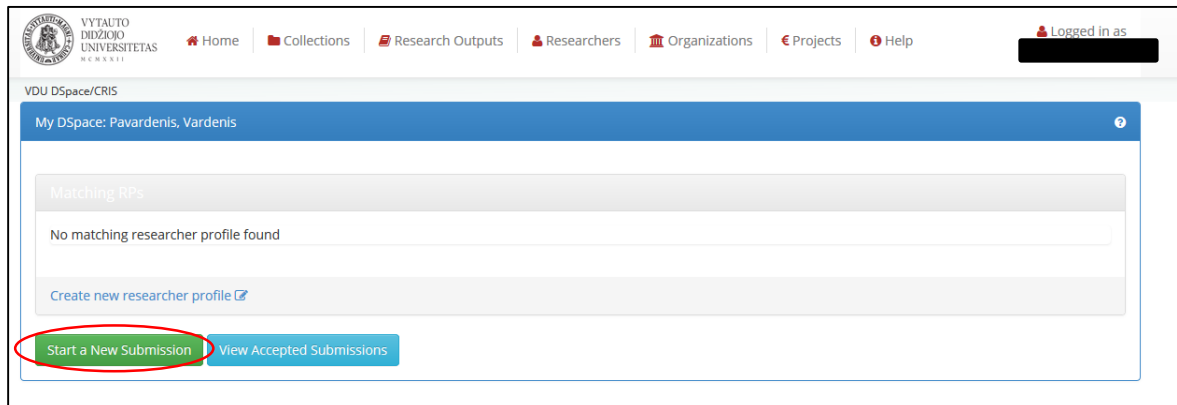


In the box **E-mail address** write in your **VMU e-mail address** and **Password** and click **Log in**:



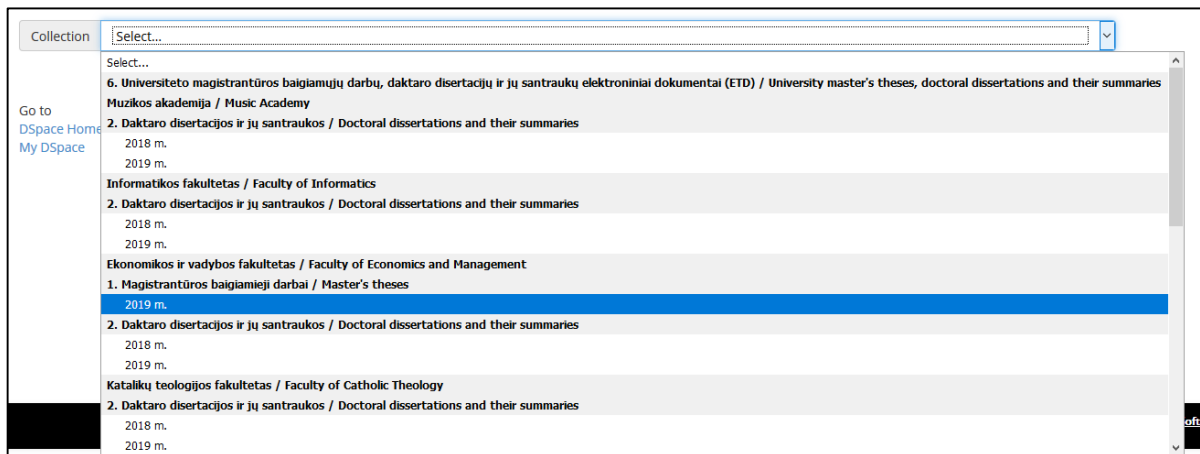
## 2. SUBMISSION OF ETD WORK

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. **Bakalauro baigiamieji darbai / Bachelor's theses**
    2. **Magistrantūros baigiamieji darbai / Master's theses**
    3. **Daktaro disertacijos ir jų santraukos / Doctoral dissertations and their summaries;**
  - year.



Click **next**:

## INFORMATION ABOUT ETD WORK (METADATA)

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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**1. Autorius / Author \***

**2. Darbo antraštė lietuvių kalba / Title \***

**3. Darbo antraštė anglų kalba / Other Title \***

**4. Darbo vadovas / Thesis advisor \***

**5. Gynimo data / Date of thesis defence \***

Month:

(No Month)

v

Day:

Year:

**6. Dokumento rūšis / Type \***

v

**7. Mokslo kryptis / Branch of science \***

v

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
- Finansų katedra
- Marketingo katedra
- Vadybos katedra
  
- Gamtos mokslų fakultetas
- Aplinkotyros katedra
- Biochemijos katedra
- Biologijos katedra
- Fizikos katedra
  
- Humanitarinių mokslų fakultetas
- Istorijos katedra
- Kultūrų studijų katedra

**9. Darbo kalba / Language \***

v

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 submission form with the following sections:

- 10. Reikšminiai žodžiai lietuvių ir anglų kalbomis / Keywords \***: Two input boxes labeled "Citation" and "Citavimas" with red trash icons. A "+ Add More" button is circled in red.
- 11. Santrauka lietuvių ir anglų kalbomis / Abstract \***: Three text areas. The first contains "Citation is very important" with a "Remove Entry" button. The second contains "Citavimas yra labai svarbus". The third is empty. A "+ Add More" button is circled in red.

**CHOICE OF ACCESS POLICY TO THE ETD WORK**

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The screenshot shows a dropdown menu for "13. Darbo prieigos sąlyga / Work access condition \*". The options are:

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- ETD darbas prieinamas tik Universiteto intranete / University Intranet only
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A "Next" button is visible to the right of the dropdown.

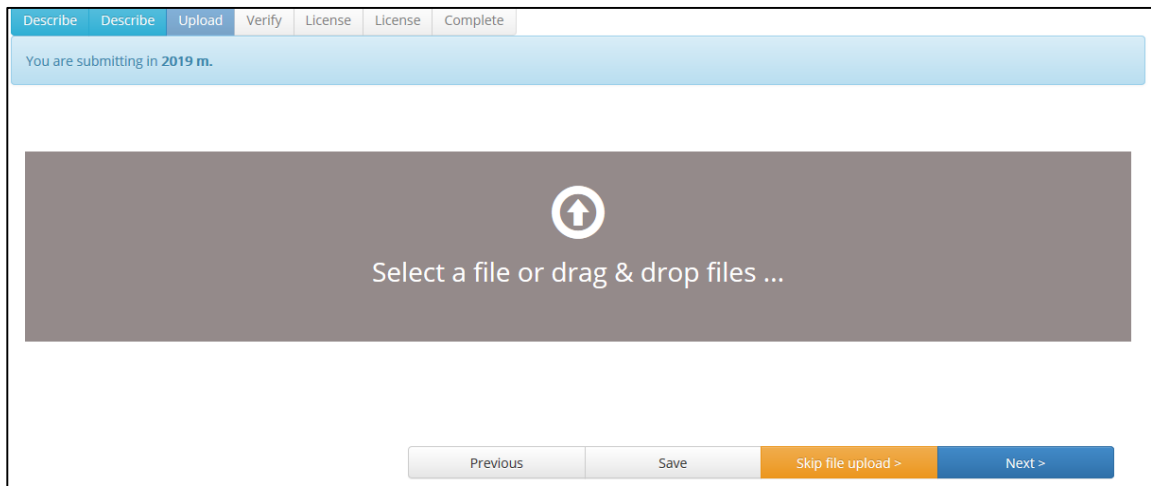
After filling in the necessary boxes (marked \*), click on **Next**:

**SUBMISSION OF ETD WORK FILE AND CHOOSING DATE (ACCORDING TO WORK ACCESS CONDITION**

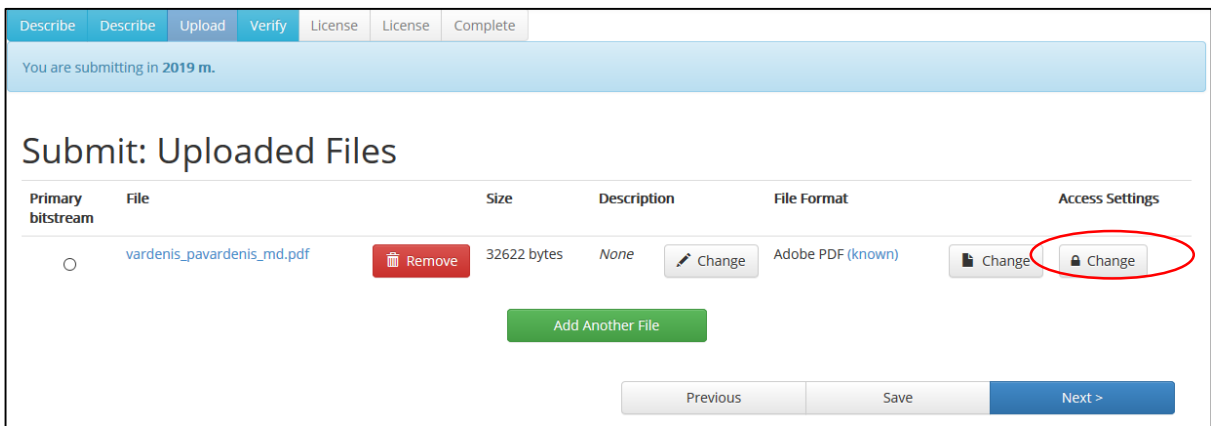
Submit ETD work file in Adobe System PDF format (version 1.4 or later). File name is compiled as follows:

- name\_surname\_bd.pdf** (bachelor thesis);
- 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...**

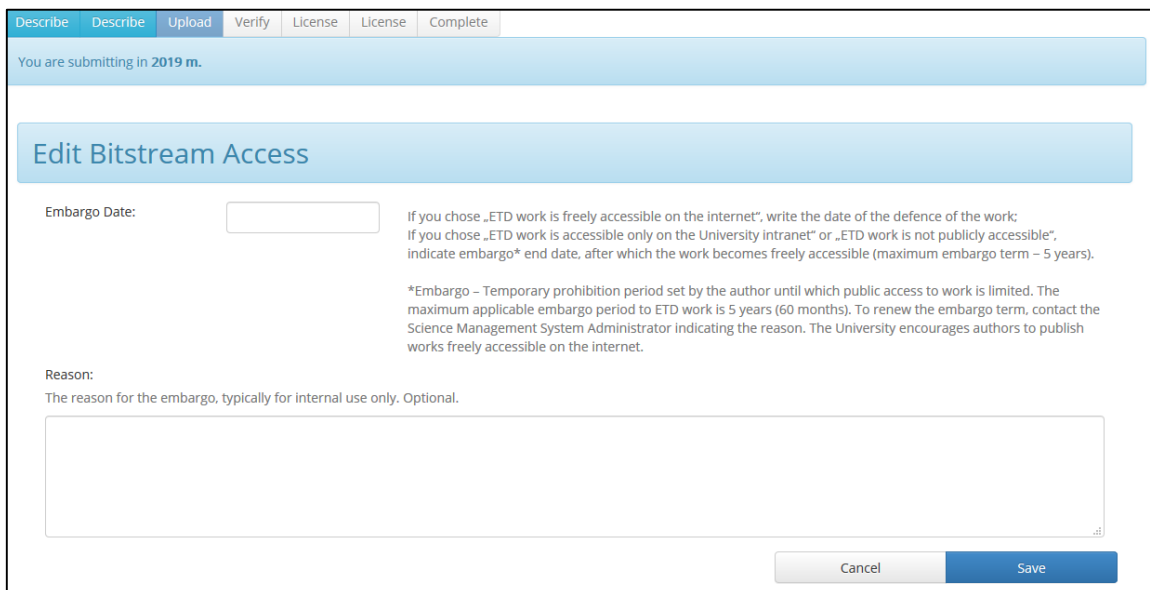


Click **Change** to Access Settings



If you chose „ETD work is freely accessible on the internet“, write the date of the defence of the work. If you chose „ETD work is accessible only on the University intranet“ or „ETD work is not publicly accessible“, indicate embargo\* end date, after which the work becomes freely accessible (maximum embargo term – 5 years).

\*Embargo – Temporary prohibition period set by the author until which public access to work is limited. The maximum applicable embargo period to ETD work is 5 years (60 months). To renew the embargo term, contact the Science Management System Administrator indicating the reason. The University encourages authors to publish works freely accessible on the internet.



## **PREVIEW OF LOADED INFORMATION**

Please preview whether you submitted the data and ETD work correctly. If you need correction, click on the necessary step button **Previous**. If the data are correct click on **Next**.

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### Verify Submission

Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page.

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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