

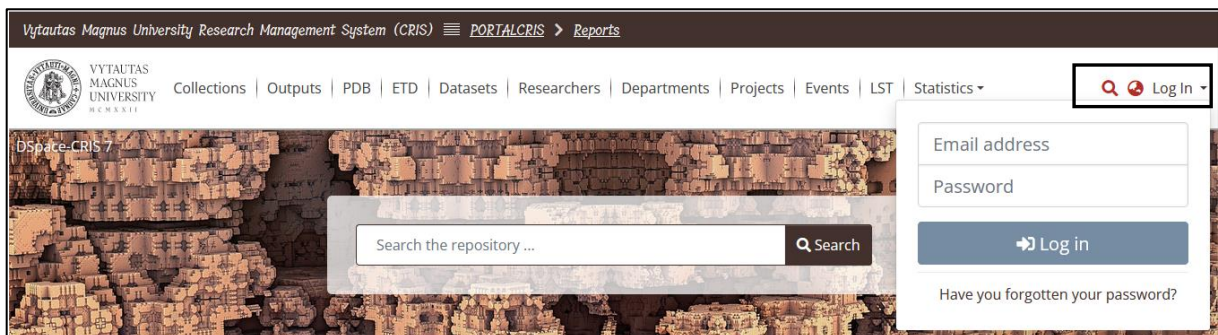
## Submission instruction of final theses, doctoral dissertations and their summaries to VMU CRIS

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).

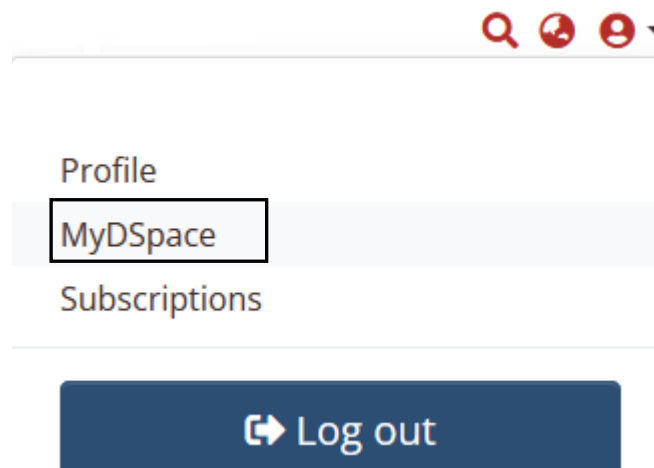
4 stages of ETD submission: 1) Registration and login to CRIS 2) Submission of ETD work file 3) Submission of metadata about ETD work 4) Confirmation of licence agreement and work submission.

### 1. LOGIN

Log in to **www.vdu.lt/cris**. Click **Log in**. Write in your **VMU email address and password**, click **Log in**:



Select **MyDSpace**:



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



Indicate ETD **collection**:

New item

Create a new item in

Search for a collection

6. Universiteto baigiamųjų darbų, daktaro disertacijų VDU, ASU ir LEU iki / until 2018

6. Universiteto baigiamųjų darbų, daktaro disertacijų VDU

## **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);

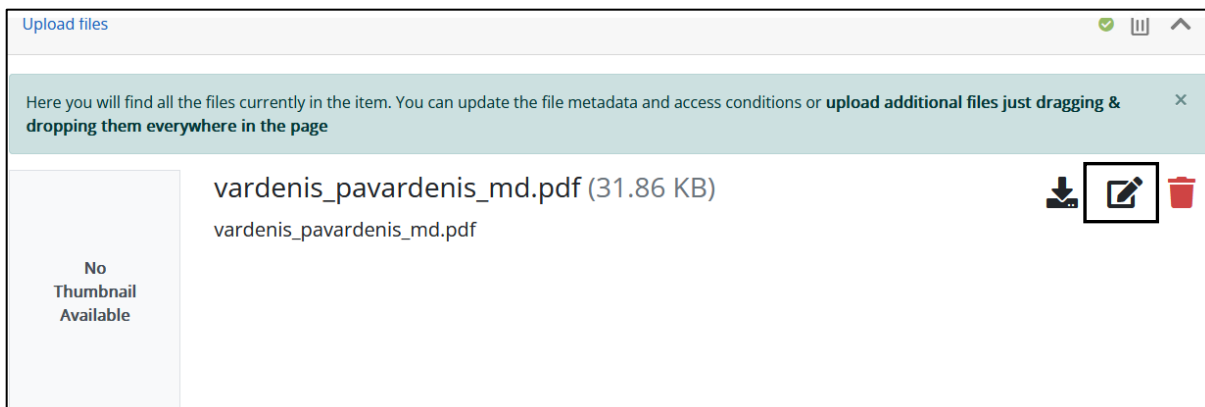
**name\_surname\_ds.pdf** (summary of doctoral dissertation).

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:



Upload files

Here you will find all the files currently in the item. You can update the file metadata and access conditions or **upload additional files just dragging & dropping them everywhere in the page**

No Thumbnail Available

vardenis\_pavardenis\_md.pdf (31.86 KB)

vardenis\_pavardenis\_md.pdf

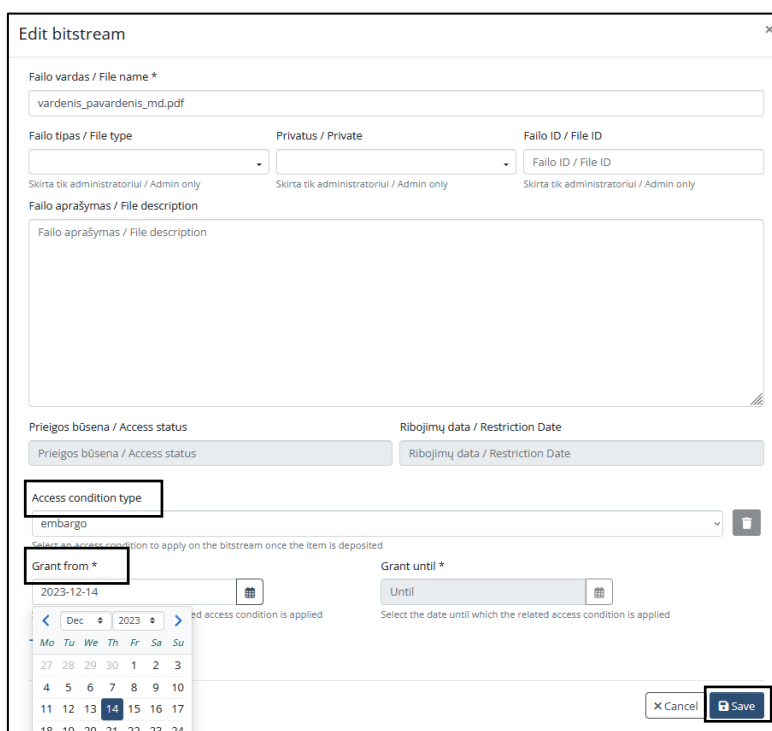
Download Edit Delete

Possible access conditions to ETD work: 1) free access (public access on the internet), 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.

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



Edit bitstream

Failo vardas / File name \*

vardenis\_pavardenis\_md.pdf

Failo tipas / File type Privatus / Private Failo ID / File ID

Skirta tik administratoriui / Admin only Skirta tik administratoriui / Admin only Skirta tik administratoriui / Admin only

Failo aprašymas / File description

Failo aprašymas / File description

Prieigos būseną / Access status Ribojimų data / Restriction Date

Prieigos būseną / Access status Ribojimų data / Restriction Date

Access condition type

embargo

Select an access condition to apply on the bitstream once the item is deposited

Grant from \*

2023-12-14

Grant until \*

Until

ed access condition is applied Select the date until which the related access condition is applied

X Cancel Save

### 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 pagrindinė informacija

1. Autorius / Author \*

1. Autorius / Author

Pvz. / Ex. Pavardenis, Vardenis

Prieskyra\*

Katedra arba institutas

2. Darbo vadovas / Thesis advisor \*

2. Darbo vadovas / Thesis advisor

Pvz. / Ex. Pavardenis, Vardenis

3. Darbo antraštė originalo kalba / Title \*

3. Darbo antraštė originalo kalba / Title

Lietuvių / Lithuanian (lt) ▾

4. Darbo antraštė kita kalba / Other Title \*

4. Darbo antraštė kita kalba / Other Title

Anglų / English (en) ▾

5. Gynimo data / Date of thesis defence \*

year ▴ ▾

month ▴ ▾

day ▴ ▾

- Select document type from hierarchical tree view (click on tree values until required meanings or type in the search box):

master, if it's master thesis,  
bachelor, if it's bachelor thesis,  
doctoral, if it's doctoral dissertation or its summary.

Hierarchical tree view
×

▼
text

▼
thesis

bachelor thesis

doctoral thesis

master thesis

professional thesis

- Select/ find branch of science:

7. Mokslo kryptis / Branch of science \*

Ekonomika / Economics (S004)

Ekologija ir aplinkotyra / Ecology and environmental sciences (N012)

Ekonomika / Economics (S004)

- Select study discipline, then indicate language of ETD work:

9. Studijų programa / Study Discipline

Tarptautinė ekonomika / International Economics (M)

Laukas privalomas / Mandatory field

10. Darbo kalba / Language \*

Lietuvių / Lithuanian (lt)

- 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 \*

10. Reikšminiai žodžiai lietuvių ir anglų kalbomis / Keywords

Lietuvių / Lithuanian (lt)

10. Reikšminiai žodžiai lietuvių ir anglų kalbomis / Keywords

Anglų / English (en)

Irašykite 3-5 reikšminius žodžius lietuvių ir anglų kalbomis / Add 3-5 keywords. Add every keyword separately.

11. Santrauka lietuvių ir anglų kalbomis / Abstract \*

11. Santrauka lietuvių ir anglų kalbomis / Abstract

Lietuvių / Lithuanian (lt) 

Įrašykite santrauką lietuvių ir anglų kalbomis / Add abstracts in Lithuanian and English separately.

[+ Pridėti lauką / Add field](#)

#### 4. CONFIRMATION OF LICENCE AND SUBMISSION OF THESIS

Read the licence and confirm it by marking a tick at *I confirm the text above*.  
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

After submitting the work you will receive a notification about the submission of ETD. You may also get a request (if needed) to clarify information provided.