DIRECTIONS FOR THE STUDENT
OF ARTS GROUP OF STUDY FIELD PROGRAMMES
BACHELOR, MASTER AND INTEGRATED STUDIES
FINAL THESIS (RESEARCH PART AND CREATIVE PROJECT)
SUBMISSION TO eLABa REPOSITORY

On the English website version <https://www.elaba.lt/elaba-portal/en> select **Submit to repository** <https://talpykla.elaba.lt> in the menu *Popular links* and enter your log in data:

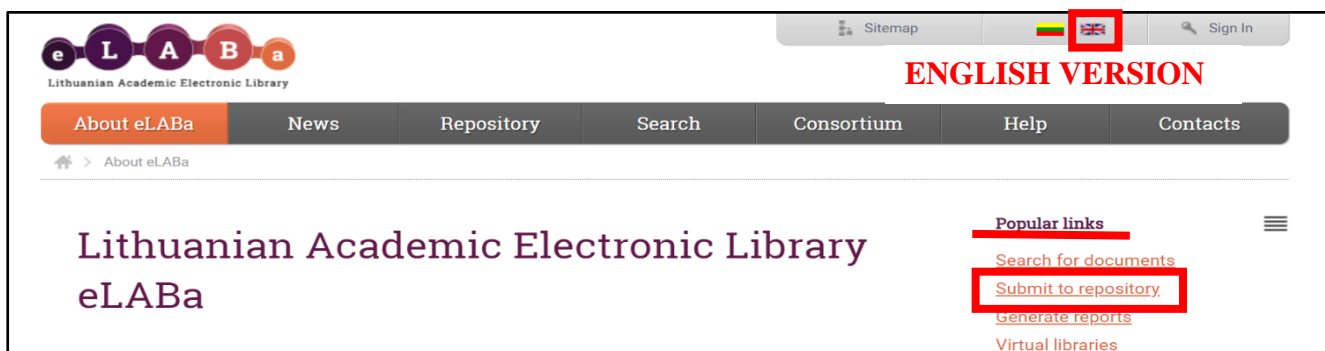Institution – Vilnius Academy of Arts (VAA);

Username – Student's code in VAA information system;

Password – please send an inquiry via email etd.elaba@vda.lt

Please choose the English version on each website, which is in Lithuanian.
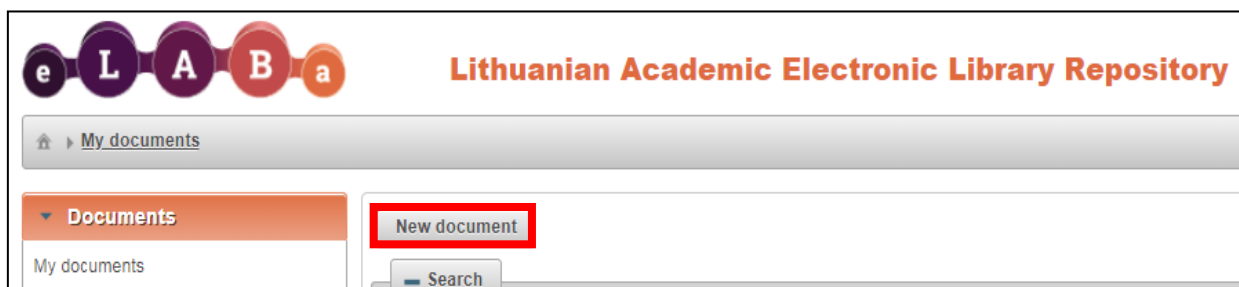
When you log in for the first time, you must agree with eLABa safety requirements.

Having logged in, please check *My Profile* and if necessary update your email address and save the changes.

Please select **New Document**.

Submission takes place step by step, after each step press <u>Continue</u>

<u>Please note that all fields marked with an asterisk (*) are required. Please do not fill the optional fields (not mandatory).</u>

You may <u>edit</u> , <u>preview</u> , <u>delete</u> and <u>align down or up</u> the data.

STEP 1

Common data. Select <u>Document type</u> **ETD** and the required <u>Publication type</u> – **Bachelor thesis** or **Master thesis**.

<u>Common data</u> – if the system does not show or incorrectly shows the <u>Department of metadata creator</u>, please send an inquiry to the librarian etd.elaba@vda.lt
Also, please choose the language in which the thesis is written (English).

Scientific fields of document – select <u>Add field of science / art</u> and choose one field of science / art in the classifier according to your study programme (please check for the title or code in the **Addition no. 1, p. 8**).

Please select the necessary one field of science / art by pressing the button in the column <u>Actions</u> of the classifier.

Then please indicate the **Weight (100 %)** of the added field of science / art.

Studies fields – select Add studies field and choose one studies field in the classifier according to your study programme (please check for the title or code in the **Addition no. 2, p. 9**).

Please select the necessary one studies field by pressing the button in the column Actions of the classifier.

STEP 2

Title, summary, keywords: the title, annotation and keywords must be in Lithuanian and English (lowercase). Please enter 3-5 keyword separated by semicolon.

If the titles of your thesis research paper (or explanatory essay) and the creative project are different, the titles of the both works should be written by separating them by semicolons. The first is the title of the research paper (or explanatory essay).

Enter data by pressing Add and save by pressing Confirm .

Example:

*The title, annotation and keywords must be in Lithuanian and English (lowercase)				
Title	**Language**	**Annotation**	**Keywords**	**Actions**
Naratyvo dekonstrukcija ir rekonstrukcija; Mitas apie tėtį	Lithuanian	Naratyvų (siužetų, pasakojimų)...	naratyvas; tėtis; komiksas; filmas; mitas	🔍 ✏️ 🗑️ ↓
Destruction and Reconstruction of Narrative; Myth About Dad	English	Analysis about structures of n...	narrative; dad; comic; movie; myth	🔍 ✏️ 🗑️ ↑

Authors: author's (your) data is uploaded automatically – your first name and the last name, institution and faculty are already indicated. If the system does not show or incorrectly shows the Department, please send an inquiry to the librarian etd.elaba@vda.lt.

STEP 3

Physical data: Scope: please indicate the scope of the submitted thesis in pages, for example, 80 p.

ETD additional fields – please leave the institution Vilnius Academy of Arts.

Work defense – please indicate the Date of defence and select your department (faculty) from the classifier.

Other responsible persons: it is necessary to indicate your thesis supervisor (thesis consultant in the case of extern) by pressing button Add responsible person. Please find your supervisor or supervisors,

using Lithuanian letters, and select him / her or them by pressing the button in the column Actions of the classifier.

Please firstly indicate the supervisor of the thesis research paper, secondly – the supervisor of the creative project of the thesis (Master thesis).

It is necessary to indicate the description of the selected responsible person: in Description field please select Thesis supervisor (thesis consultant in the case of extern) and select Confirm. Please check the supervisor's email address and correct it, if necessary.

STEP 4

Attached files

Main file – please upload the file of your thesis **(final version) in pdf format.** The main file might be compiled only from the **explanatory essay (Bachelor thesis) or respectively the research paper (Master thesis)** in one pdf file. **The main file also might include the creative project or creative work in the same one file.**

Access status: please indicate the conditions of access to the uploaded file on the internet: eLABa search gate and VAA Virtual Library:

- **Public** – the full text file will be freely available (unrestricted) on the internet.
  [We recommend to choose this condition, because in that way your work will be more visible and readable];
- **Limited to institution intranet** – the file will be available only in the computer network of Vilnius Academy of Arts.
- **Unavailable** – the full text file will not be available on the internet, but the metadata will be public.

Valid until – upon selecting Limited to institution intranet and Unavailable it is necessary to indicate the date until which the indicated access conditions are valid. **It is possible to indicate maximum period of 36 months, i. e. 3 years of prohibition. After the end of the indicated period the thesis file will automatically become freely accessible on the internet.**

Attachments – You may upload the creative project and other annexes in various formats and separate files. **If the creative project was not uploaded in the Main file, please upload the files representing your creative project into the Attachments.** The access status will be according to the uploaded main file access status.

If your creative project is not finished completely and uploaded before the supervisor's confirmation, then **after the supervisor's confirmation please send the files representing the creative work via email etd.elaba@vda.lt.** The responsible librarian will upload these files into the repository field *Attachments*.

STEP 5

License agreements with the author: please get acquainted with the agreement text by pressing a link Download the terms of the license agreement regarding the upload of your thesis file and access to it.

License type: please choose / leave the file type **Electronic**. The license agreement will be concluded electronically in the eLABa repository when it is approved by you (after the approval of the supervisor in the repository) and the librarian in charge of the VAA (after the defence of your thesis).

Actions: please select **Send to supervisor to confirm**. Press **Save** ✔ Save

The document with the thesis file will be submitted for the confirmation of the supervisor (document status will be Supervisor confirming). The supervisor will be informed automatically by the email from the repository.

The supervisor of the explanatory essay or research paper should confirm the final thesis in the repository.

After the confirmation of the supervisor

Student receives an email informing about current stage of the thesis (document status <u>Author signing</u>).

Please login to the eLABa repository and open the document via the link from the email or pressing the editing buttons [✏] or [✏ Edit] .

<u>License agreements with the author</u>: please confirm the electronic license agreement – <u>check the box</u>

I confirm that the data provided in the license agreement is correct (author).

<u>Actions</u>: select **Mark for defense.** Press **Save** [✓ Save] . The status of the document will be **Defending**.

If you have any questions during the registration of your thesis,

please send an e-mail via etd.elaba@vda.lt address.

Addition no. 1

Science / art field classifier (titles and codes in eLABa repository) corresponding to the study programmes

Study programmes	Science / art field title in eLABa repository	Science / art field code in eLABa repository
3D objects of art: glass, sculpture and ceramics	Fine art	V 002
Animation	Fine art	V 002
Applied arts	Fine art	V 002
Applied graphics	Fine art	V 002
Architecture	Architecture	V 001
Building architecture	Architecture	V 001
Ceramics	Fine art	V 002
Fashion design	Design	V 003
Design	Design	V 003
Glass art and design	Fine art	V 002
Graphic art	Fine art	V 002
Graphic design	Design	V 003
Illustration and contexts	Fine art	V 002
Interior design	Design	V 003
Metal art and jewellery	Fine art	V 002
Painting	Fine art	V 002
Photography and media art	Fine art	V 002
Scenography (cinema and media)	Fine art	V 002
Sculpture	Fine art	V 002
Site-specific art (fresco-mosaic, stained glass)	Fine art	V 002
Textile art and design	Fine art	V 002
Textile art media	Fine art	V 002
The restoration of art and interior heritage	Fine art	V 002
Visual design	Design	V 003
Visual communication design	Design	V 003

Addition no. 2

Studies fields classifier (titles and codes in eLABa repository) corresponding to the study programmes

Study programmes	Study field title in eLABa repository	Study field code in eLABa repository
3D objects of art: glass, sculpture and ceramics	Fine art	P01
Animation	Media art	P07
Applied arts	Fine art	P01
Applied graphics	Fine art	P01
Architecture	Architecture	P09
Building architecture	Architecture	P09
Ceramics	Fine art	P01
Fashion design	Design studies	P02
Design	Design studies	P02
Glass art and design	Fine art	P01
Graphic art	Fine art	P01
Graphic design	Design studies	P02
Illustration and contexts	Fine art	P01
Interior design	Design	P02
Metal art and jewellery	Fine art	P01
Painting	Fine art	P01
Photography and media art	Media art	P07
Scenography (cinema and media)	Fine art	P01
Sculpture	Fine art	P01
Site-specific art (fresco-mosaic, stained glass)	Fine art	P01
Textile art and design	Fine art	P01
Textile art media	Fine art	P01
The restoration of art and interior heritage	Restoration of art objects	P08
Visual design	Design studies	P02
Visual communication design	Design studies	P02