

VILNIUS ACADEMY OF ARTS DIRECTIONS FOR MASTER FINAL THESIS SUBMISSION

On the website <https://www.elaba.lt/elaba-portal/en> select **Submit to repository** 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

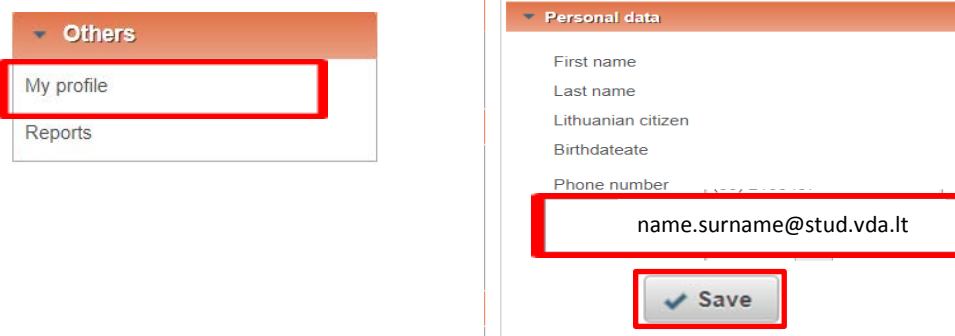
Password – 4 digits (month and day of your birth date)

If you don’t know login data, please send an inquiry to the librarian etd.elaba@vda.lt

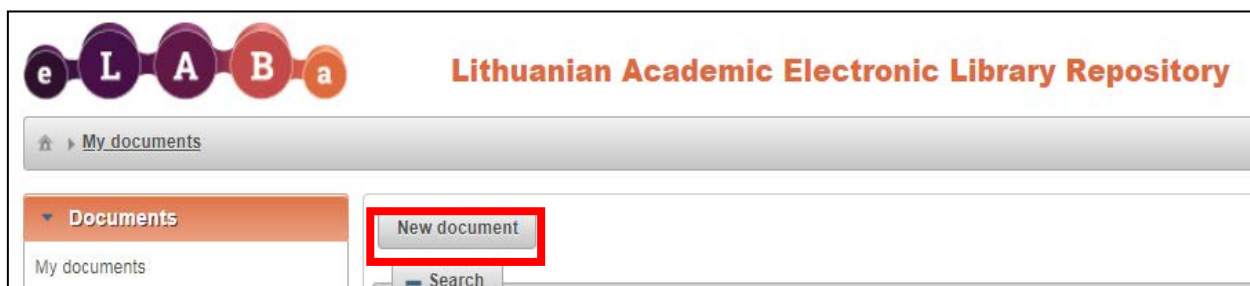
When you log in for the first time, you must agree with usage requirements to continue using system.



Having logged in, please check “My Profile” and if necessary update your email address.

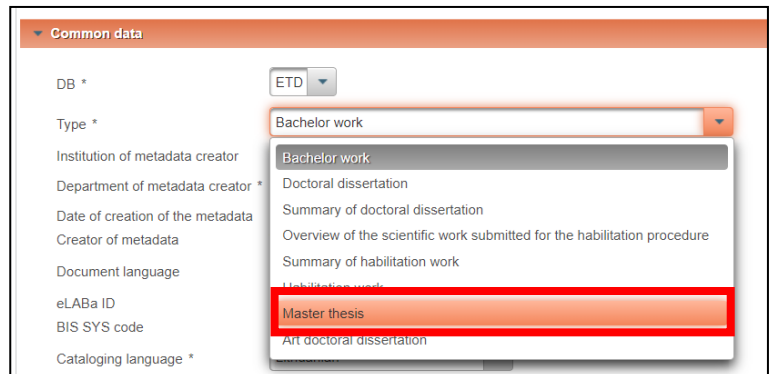
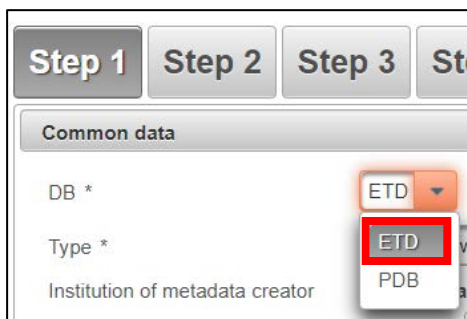


Select **New Document**




STEP 1

Select DB **ETD** database and the required document type – **Master thesis**.



Common data – if the system does not show or incorrectly shows the “Department of metadata creator”, please send an inquiry to the librarian etd.elaba@vda.lt.

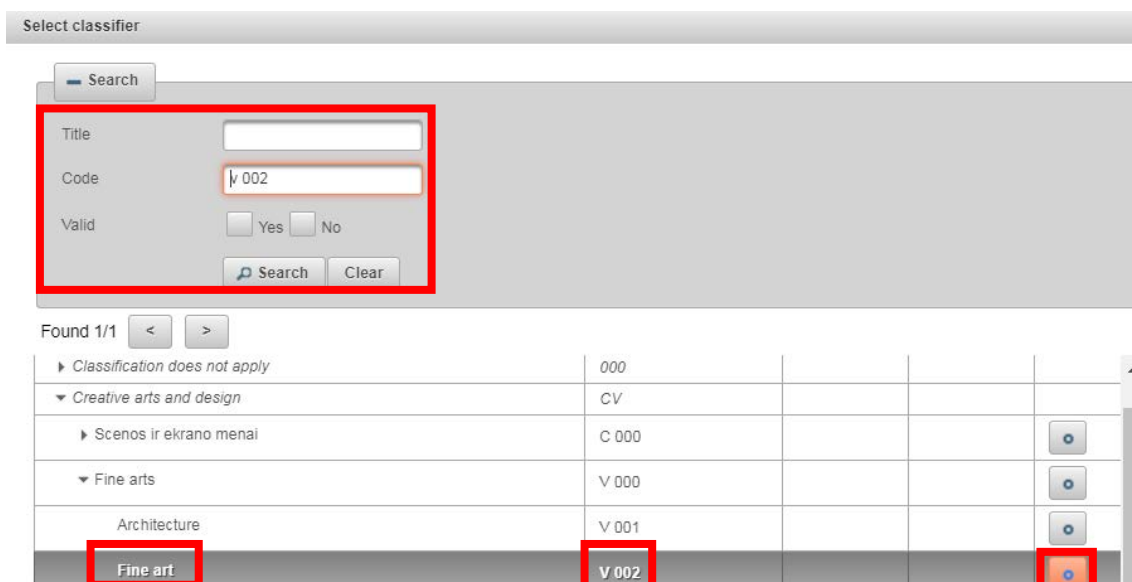
Submission takes place step by step, after each step press  “Continue”.





Please note that all fields marked with an asterisk (*) are required.

You may edit , preview , delete  and align down or up   the data.

Scientific fields – select “Add field of science / art” and choose one field of science / art in the classifier according to your study programme (please check **Addition no. 1** for the title or code).

Please select one field of science / art by button  in the column “Actions” of the classifier.



Select classifier			
Search			
Title	<input type="text"/>		
Code	<input type="text" value="V 002"/>		
Valid	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Search		Clear	
Found 1/1 < >			
Classification does not apply	000		
Creative arts and design	CV		
Scenos ir ekrano menai	C 000		
Fine arts	V 000		
Architecture	V 001		
Fine art	V 002		

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.**).

Please select one studies field by 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 the Master thesis research and the creative project are different (art studies), the titles of the works are written by separating them by semicolons. The first is the title of the research paper.

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	<u>Lithuanian</u>	Naratyvų (siužetų, pasakojimų)...	naratyvas; tėtis; komiksas; filmas; mitas	   
Destruction and Reconstruction of Narrative; Myth About Dad	<u>English</u>	Analysis about structures of n...	narrative; dad; comic; movie; myth	   

Authors: author’s data is uploaded automatically – the first name, 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 defense and select the department (faculty) from the classifier.


Select classifier

Search
 Title
 Code
 Valid Yes No

Selection All departments Contact author's department

Search Clear

Found 1/1 < >

Kaunas Faculty	81	2011-01-01	
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Other responsible persons: it is necessary to indicate thesis' supervisor (a consultant in case of external). They are entered by pressing "Add responsible person", upon finding and selecting them from the list in the system.

For art studies thesis please firstly indicate the supervisor of the Master thesis research part, secondly – the supervisor of the creative project of the thesis.

Search and select a person

Search

Last name *

First name

Employee ID

Student ID

Type Employee Student

(1 of 1)

Last name	First name	Institution, department (e-mail)	Actions
Last name	First name	Vilnius Academy of Arts, Vilnius Academy of Arts,	<input type="button" value=""/>

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

Responsible person

Person

First name *

Last name *

E-mail

Description *

Confirm

Responsible persons

- Thesis supervisor (a consultant in the case of extern)
- Thesis defense board member
- Thesis defense board chairman
- Consultant
- Reviewer, critic

STEP 4

Attached files: please upload the file of the thesis in **pdf format** in "Main File". **The main file might be compiled only from research paper or the research part and the creative project in one file.**

Annexes – you may upload the creative project and other annexes in various formats and more files.

Access status: please indicate the conditions of access to the uploaded files:

- **Public** – file will be freely available (unrestricted) in the eLABa search gate (internet).
- **Limited to institution intranet** – the file will be available only in the computer network of Vilnius Academy of Arts.
- **Unavailable** – the file will not be available in the eLABa search gate (internet), 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 all ETD document files will automatically become freely accessible on the internet.

STEP 5

License agreements with the author: please conclude an agreement regarding upload of the final thesis file submitted, its protection and access in the eLABa repository. You may get acquainted with the agreement text by pressing a link “Download the terms of the license agreement”.

Type	Access term	Author	Employee	Effective Date	No.	File	Date of termination	
Electronic	Public							

License type: **Electronic**. The license will take effect after the student and the librarian (or other delegated employee) confirms it in the eLABa repository.

Actions: please select **Send to supervisor to confirm**. Press **Save** File will be submitted for supervisor’s confirmation (document status “Supervisor confirming”). The supervisor will be informed automatically from the repository. The supervisor of art studies thesis (research part) should confirm the document.

After the supervisor’s confirmation

Student receives an email informing about current stage of the thesis (document status “Author signing”). Please login to the eLABa repository.

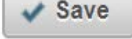
License agreements with the author: please confirm the electronic license agreement – check the box
I confirm that the data provided in the license agreement is correct (author).

License agreements with the author

License type **Electronic**

[Download the terms of the license agreement](#)

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

Actions: select **Mark for defense**. Press **Save** . The status of the document will be “Defending”.

**If you have any questions during the registration of the Master's thesis,
please send an e-mail via etd.elaba@vda.it 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
Applied arts	Fine art	V 002
Applied ceramics	Fine art	V 002
Applied graphics	Fine art	V 002
Architecture	Architecture	V 001
Building architecture	Architecture	V 001
Ceramics	Fine art	V 002
Costume / Fashion design	Design	V 003
Culture management and cultural policy	Management	S 003
Design	Design	V 003
Glass art and design	Fine art	V 002
Graphic art	Fine art	V 002
Graphic design	Design	V 003
History and theory of arts	Art studies	H 003
Painting	Fine art	V 002
Photography and media arts	Fine art	V 002
Scenography	Fine art	V 002
Sculpture	Fine art	V 002
Site-specific art / Monumental arts	Fine art	V 002
Textile / 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
Applied arts	Fine art	P01
Applied ceramics	Fine art	P01
Applied graphics	Fine art	P01
Architecture	Architecture	P09
Building architecture	Architecture	P09
Ceramics	Fine art	P01
Costume / Fashion design	Design studies	P02
Culture management and cultural policy	Management studies	L02
Design	Design studies	P02
Glass art and design	Fine art	P01
Graphic art	Fine art	P01
Graphic design	Design studies	P02
History and theory of arts	History and theory of arts	N15
Painting	Fine art	P01
Photography and media arts	Media art	P07
Scenography	Fine art	P01
Sculpture	Fine art	P01
Site-specific art / Monumental arts	Fine art	P01
Textile / 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

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