

**DIRECTIONS FOR BACHELOR FINAL THESIS
(FINE ARTS STUDIES AND CURATORSHIP STUDY PROGRAMME
FIELD OF STUDIES: HISTORY AND THEORY OF ARTS)
SUBMISSION TO eLABa REPOSITORY**

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

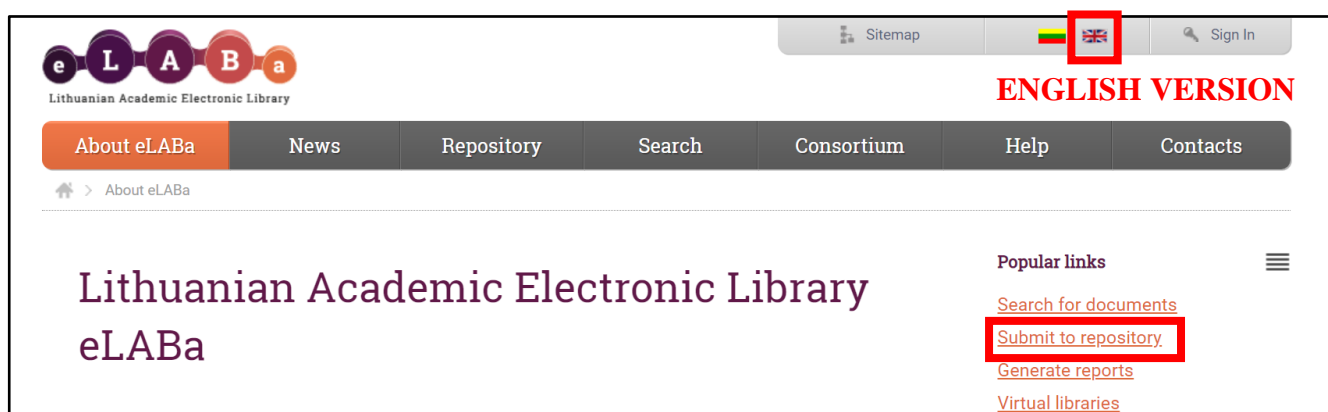
Institution – Vilnius Academy of Arts (VAA)

Username – Student’s code in VAA information system

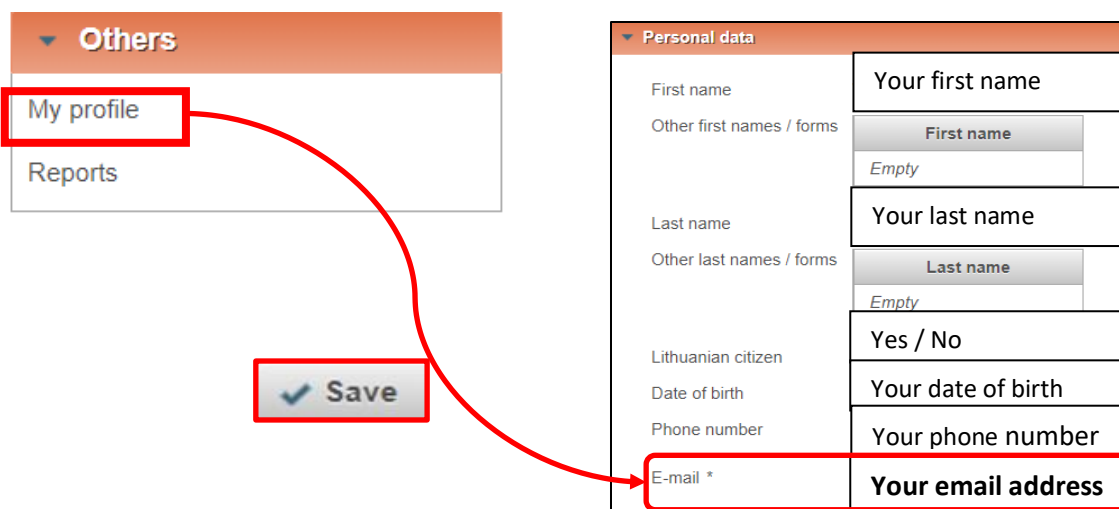
Password – 4 digits (month and day of your birth date)

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

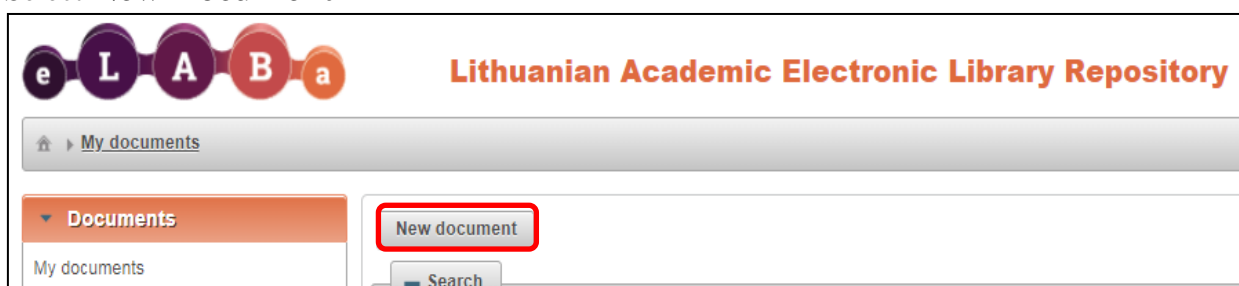
When you log in for the first time, you must agree with eLABa safety requirements.



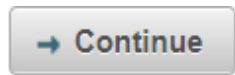
Having logged in, please check My Profile and if necessary update your email address and save the changes.



Select **New Document**



Submission takes place step by step, after each step press Continue

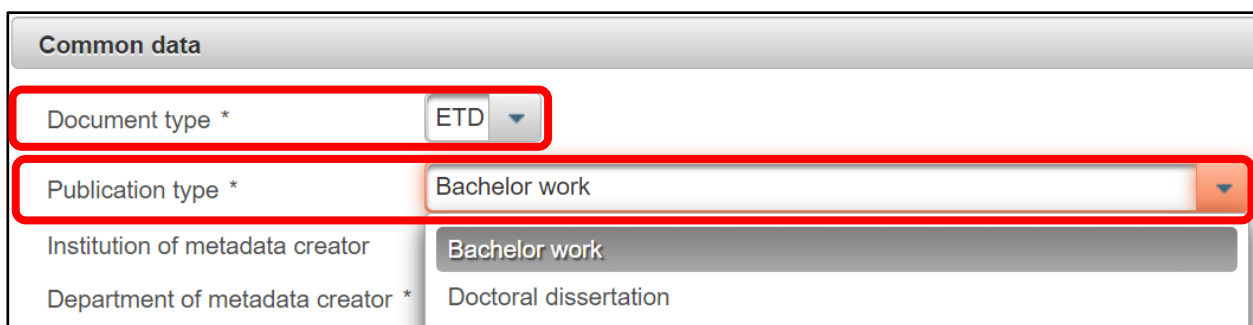


Please note that all fields marked with an asterisk (*) are required.

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

STEP 1

Common data. Select Document type **ETD** and the required Publication type – **Bachelor work**.



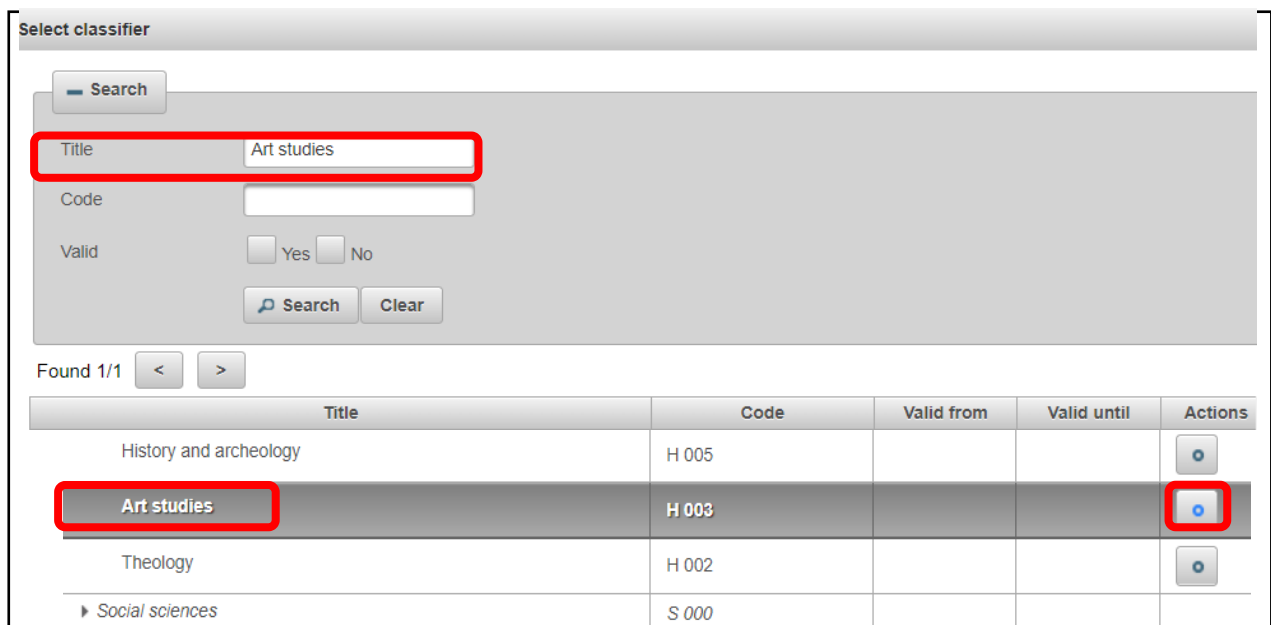
Common data	
Document type *	ETD
Publication type *	Bachelor work
Institution of metadata creator	Bachelor work
Department of metadata creator *	Doctoral dissertation




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.it

Also, please choose the language in which the thesis is written (English).

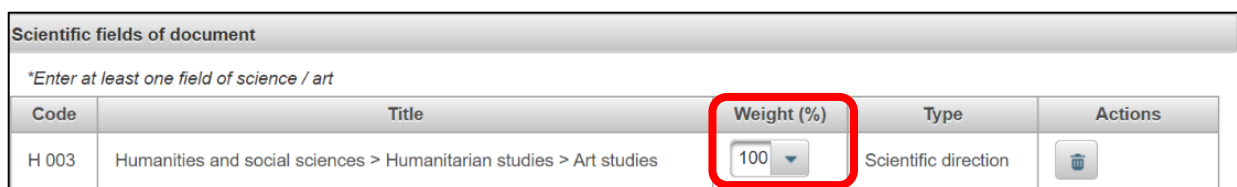
Scientific fields of document – select Add field of science / art and choose **Art studies** in the


classifier by selecting the button  in the column Actions of the classifier.




Title	Code	Valid from	Valid until	Actions
History and archeology	H 005			
Art studies	H 003			
Theology	H 002			
▶ Social sciences	S 000			

Then please indicate the **Weight (100 %)** of the added scientific direction.



Code	Title	Weight (%)	Type	Actions
H 003	Humanities and social sciences > Humanitarian studies > Art studies	100	Scientific direction	

Studies fields – select Add studies field and **History and theory of arts** in the classifier by selecting the button  in the column Actions of the classifier.

Select classifier

Search

Title:

Code:

Valid: Yes No

Found 1/1 < >

Linguistics	N01			
Literary studies	N02			
History and theory of arts	N15			
Heritage studies	N12			

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.

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
Šiuolaikybės diskursas šiuolaikinio kuravimo praktikoje	Lithuanian	Darbe analizuojamas šiuolaikyb...	šiuolaikybė; kuratorystė; globalizacija; pokolonijinis kreolizacija	
Discourse of contemporaneity and contemporary curatorial practice	English	The work reveals the discourse...	contemporaneity; curatoria; globalization; postcolonial creolization	

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.

Select classifier

Search

Title Faculty Name

Code

Valid Yes No


Selection All departments Contact author's department

Search Clear

Found 1/1 < >

Faculty Name	81	2011-01-01	
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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, using

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

Search and select a person

Search

Last name * Last name

First name First name

Employee ID

Student ID

Type Employee Student

Search Clear Manual input

(1 of 1) 1 10

Last name	First name	Institution, department (e-mail)	Actions
Last name	First name	Vilnius Academy of Arts, Vilnius Academy of Arts,	

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.

The screenshot shows a web form titled "Responsible person". It contains several input fields and a dropdown menu. The "E-mail" field is highlighted with a red box and contains the text "name.surname@vda.lt". The "Description" dropdown menu is also highlighted with a red box and is set to "Thesis supervisor (thesis consultant in the case of extern)". Below the "Description" field, there is a list of roles, with "Thesis supervisor (thesis consultant in the case of extern)" selected. The "Confirm" checkbox is checked and highlighted with a red box. Other fields include "Name Last Name", "First name", and "Last name".

STEP 4

Attached files

Main file – please upload the file of your thesis (final version) in pdf format.

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.**

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 agreements with the author

License type * Not needed **Electronic** Written

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

License history

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

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 defense of the bachelor's thesis).

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

After the confirmation of the supervisor

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

Please login to the eLABa repository and open the document pressing the editing button



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 your thesis,

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

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