DIRECTIONS ON THE CONFIRMATION OF THE FINAL THESIS
(BACHELOR, MASTER AND INTEGRATED STUDIES)
FOR THE SUPERVISOR IN eLABa REPOSITORY

The supervisors who should confirm the final theses:

- **the supervisors of bachelor and master final theses (studies direction – history and theory of arts);**
- **the supervisors of master final theses (studies direction – management studies);**
- **the supervisors of the research part of the final theses of master and integrated studies (studies direction – creative arts and design).**
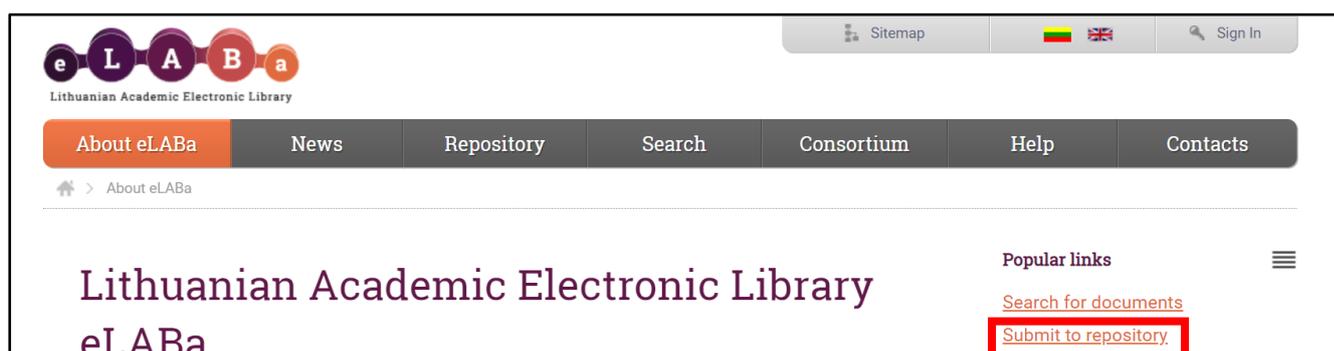
On the website English version https://www.elaba.lt/elaba-portal/en select **Submit to repository** in the menu *Popular links* and enter your log in data:

Institution – Vilnius Academy of Arts (VAA)

Username – Employee ID

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

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

Another way of log in – via the link from the automatic email intended for the confirmation of the supervisor.

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

In the menu column **Supervisor documents** you will find all the final theses where you are specified as the supervisor.

Please find the theses with the status Supervisor confirming.

Please choose **the edit action** (button)

If you open the document via the link from the email, please choose the edit action (button) –

Edit in the right side of the document metadata form.

Please look over the metadata of the thesis.

Attached files – you might download the thesis file and (if they are) the attachments, choosing Main file and Attachments (if they are).

The research part and the creative project might be uploaded together in one pdf file or the research part might be uploaded in the main file while (if it is) the creative project might be uploaded separately as attachment.

Similarity percentage – **please look over the report of the thesis originality**. There is the percentage of text similarities with the final academic works, uploaded by all the eLABa consortium institutions previously. The report is available only in Lithuanian language.

<u>There is no officially approved similarity percentage in Vilnius Academy of Arts.</u>

Firstly, it is shown the *Compact depiction* of the report of originality (<u>*Kompaktiškas vaizdavimas*</u>).

Similarity report / *Originalumo ataskaita* ways of depiction and possible functions:

- <u>Compact depiction / *Kompaktiškas vaizdavimas*</u> – possibility to look over the selected similar texts in detail in the column <u>Found text similarities / *Sutapimai*</u>;
- <u>Print brief report / *Spausdinti suvestinę*</u> – possibility to view and print brief and concise information about the similarities, other related final academic works and supervisor actions concerning similarities.
- <u>Advanced depiction / *Išplėstinis vaizdavimas*</u> – comprehensive comparison of all found text similarities in eLABa repository.

If you wish, you could analyse all the text similarities written in red. You could select appropriate text fragments and mark them as the reason of similarity (Plagiarism / *Plagiatas*, Citation / *Citata,* Other / *Kita*). This function is not mandatory.
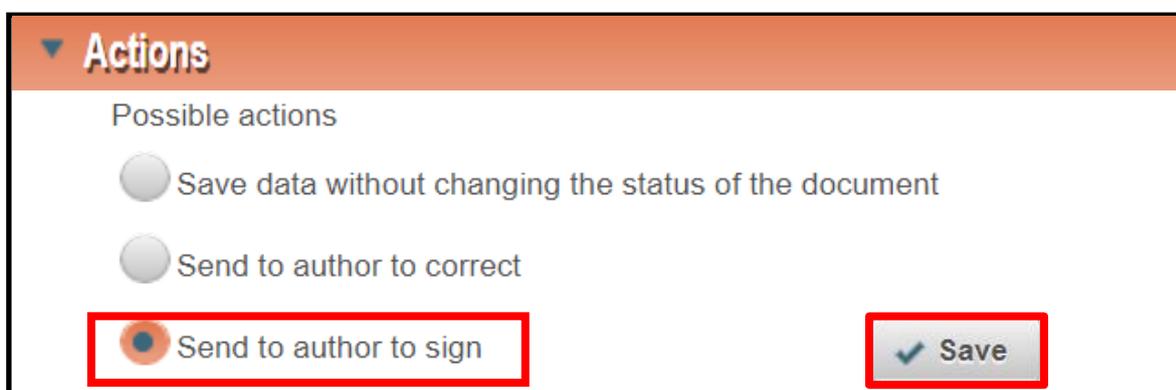
You might look over all the text similarities while filling the number **1** (it means 1 percent) in the form Is similar not less (%) / *Sutampa ne mažiau (%)* and press Renew / *Atnaujinti*.

Actions

Please choose and select the necessary action:

- Send to author to correct [The student has to correct the final thesis file and its metadata. The status of the document will be Author correcting];

- **Send to author to sign** [The thesis is finished and uploaded properly. The status of the document will be Author signing].

  Then press the button **Save**.

The student will be informed about the actions of the supervisor automatically via the email from the repository.

**If you have any questions during the confirmation of the thesis,
please send an e-mail via etd.elaba@vda.lt address.**

Updated 2023-05-04

4