

VAA directions for final MA thesis submission

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

System login data:

Username – Student’s code in VAA information system

Password – 4 last digits of students personal ID

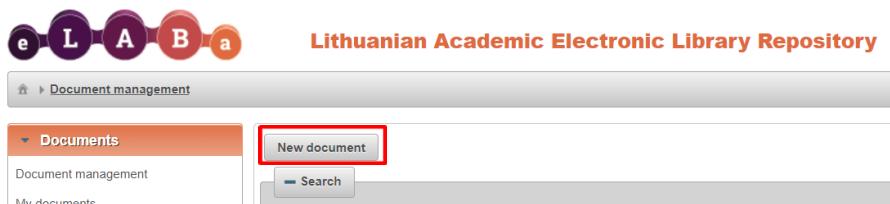
If you don’t know login data, please send an inquiry to the library worker etd.elaba@vda.lt

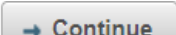
The screenshot shows the eLABa website interface. At the top left is the logo for the Lithuanian Academic Electronic Library (eLABa). To the right are links for Sitemap, language selection (Lithuanian and English), and Sign In. Below this is a main navigation menu with items: About eLABa, News, Repository, Search, Consortium, Help, and Contacts. The 'News' section is active, showing a breadcrumb trail 'Home > News'. The main content area features an article titled 'Updates to eLABa ESAS' dated 2019-05-15 by Aurelija Striogienė, with 385 views. The article text states that on May 14th, 2019, ESAS upgrades were performed and provides a link to the update schedule. To the right of the article is a 'Popular links' section with a hamburger menu icon, containing links for 'Search for documents', 'Submit to repository', 'Generate reports', and 'Virtual libraries'. The 'Submit to repository' link is highlighted with a red box.

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

The screenshot displays the user profile settings page. On the left, a sidebar menu under the heading 'Others' contains two items: 'My profile' and 'Reports'. The 'My profile' item is highlighted with a red box. The main content area shows the 'Personal data' section, which includes fields for First name, Last name, Lithuanian citizen, Birthdate, Phone number, and E-mail. The E-mail field is pre-filled with 'name.surname@vda.lt' and is highlighted with a red box. Below the E-mail field is a dropdown menu for Language, currently set to 'Lithuanian'. At the bottom of the 'Personal data' section is a button labeled 'Change eLABa password'. To the right of the 'Personal data' section is a large 'Save' button with a checkmark icon, also highlighted with a red box.

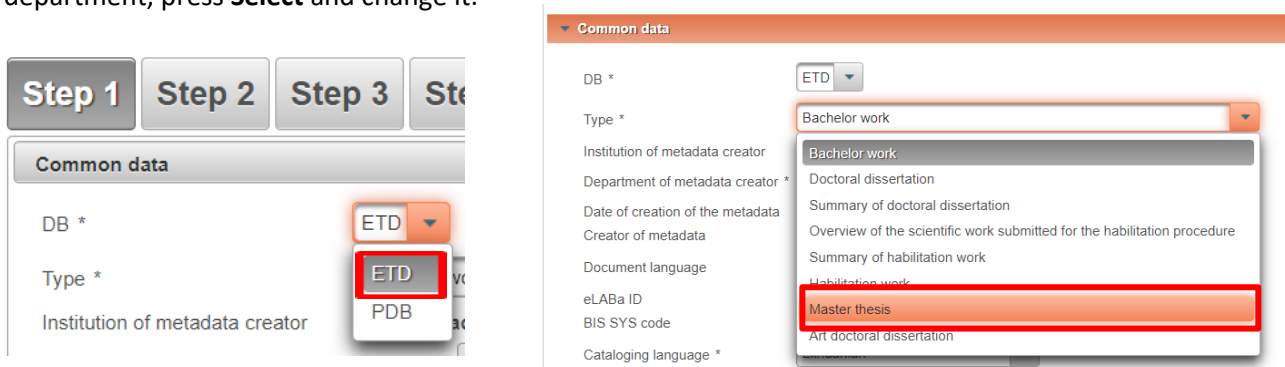
Select New Document



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

STEP 1

General Metadata: in this block part of the metadata is filled in automatically. The student selects **ETD** database and the required type – **Master thesis**. If the system does not show or incorrectly shows the students department, press **Select** and change it.



Scientific fields and areas: after selecting “Add scientific field or area” student must indicate the topics and problem-related scientific field(s) and area(s) of the submitted thesis. VAA students select **Humanities and social sciences** → **Humanitarian studies** → **Art studies H003**.

(UNESCO Culture Management and Cultural Policy students select **Social Sciences** → **Management S003**

Study areas, field groups and fields: after selecting “Add study field” student must indicate the topics and problem-related study field(s) of the submitted thesis.

VAA students select **Creative arts and design** → **Arts** →

Architecture **K100,**

Fine arts **W100,**

Design studies **W200,**

Photography and media studies **W600,**

Art studies **W900,**

Humanities → **History, philosophy, theology and culture studies** → **History and theory of arts U900**

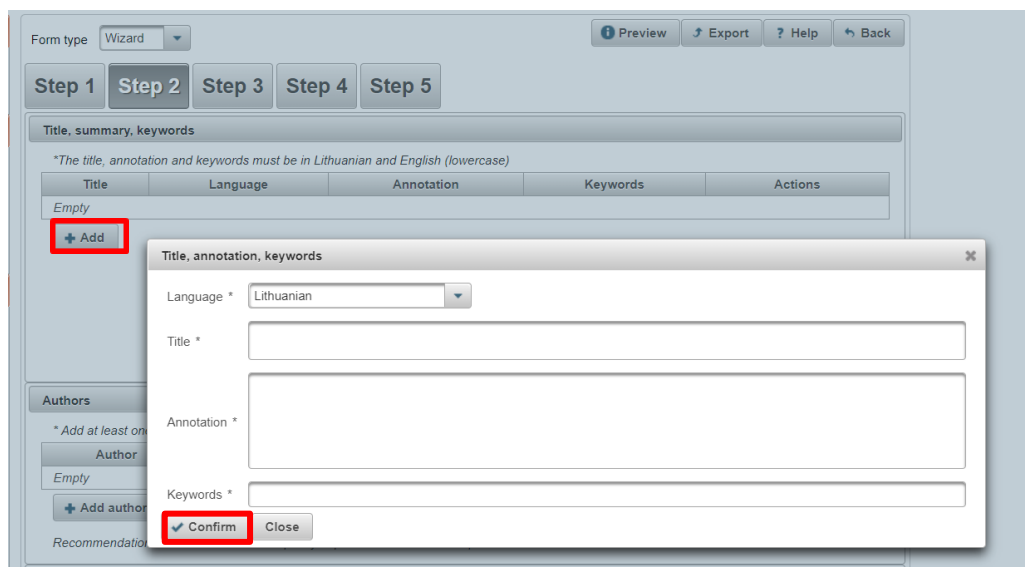
Social sciences → **Business and management** → **Management studies N200.**

VAA MA programs study fields codes are in addition no 1.

STEP 2

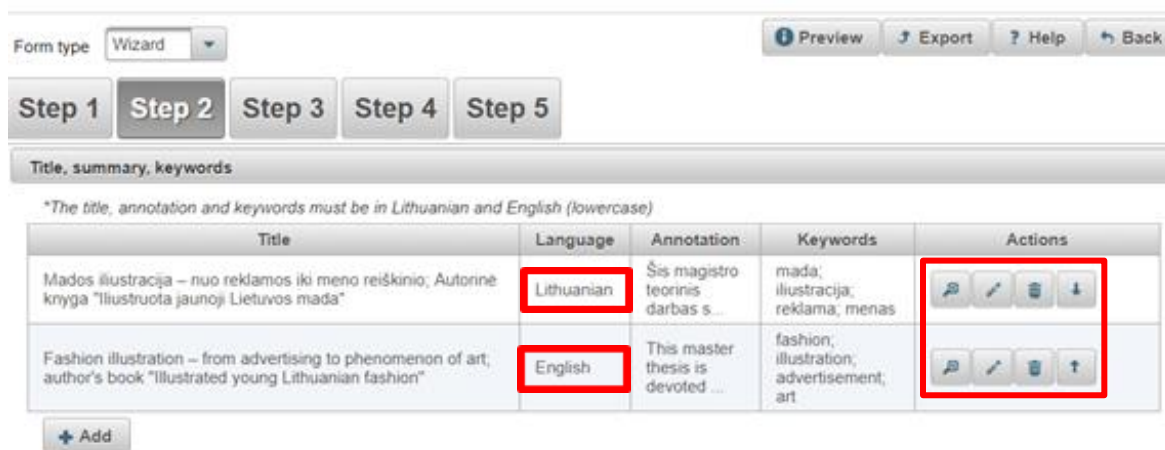
Title, annotation, keywords: in this block it is necessary to indicate the title(s), annotation(s) and 3-5 keywords for the submitted thesis, separating them by semicolons. All metadata has to be in Lithuanian and English languages (at most, metadata may be indicated in three languages, e.g. if the thesis original language is German, metadata has to be entered in German, Lithuanian and English languages). If the topics of the research paper and the creative project are different (MA art studies), the titles of the works are written by separating them by semicolons. The first is the title of the research paper.

Metadata is added by pressing “Add”. Enter metadata in the opened new window and save it by selecting “Confirm”.



The screenshot shows a web form titled "Title, summary, keywords" with a "Wizard" form type. It has five steps, with "Step 2" selected. A table with columns "Title", "Language", "Annotation", "Keywords", and "Actions" is shown. An "Add" button is highlighted in red. A modal window titled "Title, annotation, keywords" is open, showing fields for "Language" (set to "Lithuanian"), "Title", "Annotation", and "Keywords". A "Confirm" button is highlighted in red.

Example:



The screenshot shows the same "Title, summary, keywords" form. The table now contains two rows of metadata. The "Language" column for both rows is highlighted in red. The "Actions" column for both rows contains icons for edit, delete, and up/down arrows, which are also highlighted in red.

Title	Language	Annotation	Keywords	Actions
Mados iliustracija – nuo reklamos iki meno reiškimo; Autorinė knyga "Iliustruota jaunoji Lietuvos mada"	Lithuanian	Šis magistro teorinis darbas s...	mada; iliustracija; reklama; menas	[edit] [delete] [up/down]
Fashion illustration – from advertising to phenomenon of art; author's book "Iliustruota jaunoji Lietuvos fashion"	English	This master thesis is devoted ...	fashion; illustration; advertisement; art	[edit] [delete] [up/down]

Authors: author's data is uploaded automatically – name, surname, institution are already indicated. The present data can be reviewed or edited upon selection.

STEP 3

Physical data: indicate the scope of the submitted thesis in pages, e.g.80.

Defense of thesis: in this block indicate the day of thesis defense and department. Press “Select:” and choose correct department.

Select classifier

Search

Title

Code

Valid Yes No

Selection All departments Contact author's department

Found 1/1 < >

Fotografijos ir medijos katedra	5106	<input checked="" type="radio"/>
Grafikos katedra	5103	<input type="radio"/>
Grafikos katedra (Kaune)	8025	<input type="radio"/>

Other responsible persons: it is necessary to indicate thesis' supervisor (a consultant in case of external) and other responsible persons. They are entered by pressing “Add responsible person”, upon finding and selecting them from the list in the system.

Search and select a person

Search

Last name *

First name

Employee ID

Student ID

Type Employee Student

(1 of 1) << 1 >>

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

(1 of 1) << 1 >>

The image shows a web form titled "Responsible person". It contains several input fields: "Name Last Name" with a "Select" button, "First name *", "Last name *", and "E-mail" (with a placeholder "name.surname@vda.it"). The "Description *" field is highlighted with a red box and has a dropdown menu open. The dropdown menu lists five options: "Thesis supervisor (thesis consultant in the case of extern)", "Thesis defense board member", "Thesis defense board chairman", "Consultant", and "Reviewer, critic". The first option is selected and highlighted with a red box. Below the dropdown, there is a "Confirm" checkbox, which is also highlighted with a red box.

It is necessary to indicate person in charge description: in **description** field select the most accurate description and select „Confirm“

STEP 4

In this step it is necessary to upload the file of the thesis in **pdf format**. Annexes – you may upload creative project and other annexes or ETD related documents in various formats. Joint uploaded files size cannot be over 200 MB. If you want to upload a bigger file, contact a librarian.

Access conditions: indicate on what conditions the ETD document file will be accessible in the eLABa search engine. You can select:

Freely accessible online – free access in the eLABa search engine

Accessible only in the institutions' intranet – accessible only for the members of your institution.

Inaccessible – eLABa search engine will provide only your metadata about your ETD document, but the files will not be accessible

Valid until – upon selecting “Accessible only in the institutions' intranet” and “Inaccessible” 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

In the License agreements with the author section, you must conclude an agreement regarding upload of the ETD document submitted, its protection and access in the eLABa system. Before selecting and confirming license agreement you may get acquainted with the agreement text by pressing a link “Download terms and conditions of the license agreement”.

Form type Wizard

Preview Export ?

Step 1 **Step 2** **Step 3** **Step 4** **Step 5**

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							

VAA students select **electronic license agreement**. After selecting this option, the license agreement will be created electronically and license agreement number and date will be generated only after the student and the librarian (or other delegated employee) confirms it in the eLABa system. Otherwise the thesis may not be submitted.

ETD submission is finished after selecting the correct action in Actions section:

Actions: select “Send to supervisor to confirm”. File will be submitted for supervisors confirmation, the thesis author cannot redact document in this stage.

If the submission is done, press save.

IMPORTANT: When thesis author passes document to supervisor, system informs them by email and document becomes available to supervisor.

If thesis was submitted correctly and meets the standards, the supervisor submits the thesis back to student for further defense procedures (for signing electronic license agreement)

After the supervisors confirmation

After the supervisor confirms the thesis for further procedures, student receives an email informing them about current stage of the thesis. Student needs to login in the system and **Confirm** that the data provided in the license agreement is correct and check the box.

▼ 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



License history

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

Actions: Mark for defense – you may only select this after confirming electronic license agreement.

If submission is finished press



save.

Updated 2019-05-23

VAA MA programs study fields codes

Study program	State code	Study field code
Architecture	6211PX005	K100
	621K10003	
The Restoration of Art and Interior Heritage	6211PX006	W900
	621W91001	
History and Theory of Arts	6211NX005	U900
	621U90001	
Design	6121PX013	W200
	6211PX007	
	621W20001	
Photography and Media Arts	6121PX014	W600
	6211PX008	
	621W60001	
Graphic Art	6121PX015	W100
	6211PX009	
Graphic Design	6211PX010	W200
	621W20003	
Costume Design	6211PX011	W200
	621W20002	
Culture Management and Cultural Policy	6213LX001	N200
	621N20016	
Monumental Arts	6211PX012	W100
	621W10003	
Building Architecture	6211PX013	K100
Scenography	6211PX014	W100
Sculpture	6121PX023	W100
	6211PX015	
	621W10006	
Glass	621W10005	W100
Glass Art and Design	6211PX016	W100
Applied Graphics	6211PX017	W100
	621W10007	
Applied Ceramics	6211PX018	W100
	621W10008	
Painting	6121PX028	W100
	6211PX020	
	621W10010	
Textile Art and Design	6211PX021	W100
Textile Art Media	6211PX019	W100
Visual Design	6211PX022	W200
	621W20004	
Visual Communication Design	6211PX023	W200
	621W20005	