

Student's Guide to Uploading a Final Degree Project to the Lithuanian Academic Electronic Library eLABa

■ **The defended** Final Degree Project (as a PDF file) no later than in 1 day after the evaluation is entered on the Academic Information System, must be uploaded on the eLABa repository.

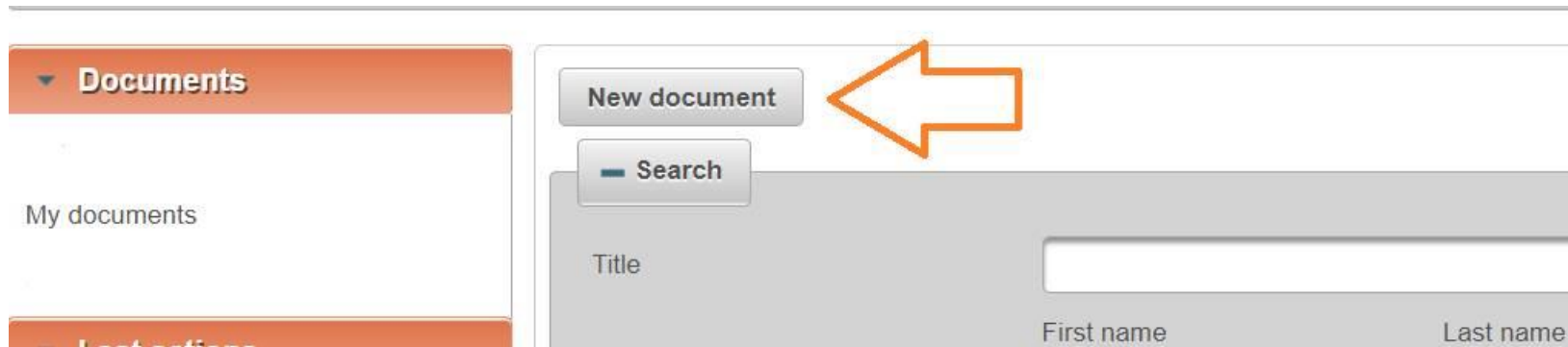
Access the eLABa repository at <https://www.elaba.lt> and select *Submit to repository*.

Select the name of institution: *Kaunas University of Technology*.

Enter your *KTU single sign-on* (username & password).

Sign in and agree with the Terms and Conditions of using the eLABa system if you have signed in for the first time.

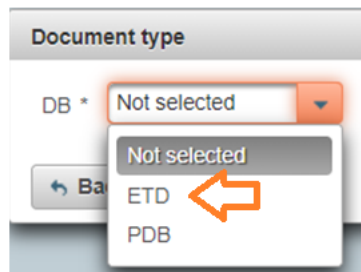
Click on the button *New document* and open a new window for entering the metadata.



The screenshot displays the eLABa repository interface. On the left, there is a navigation menu with a 'Documents' section. The main content area features a 'New document' button, which is highlighted by a large orange arrow. Below this button is a 'Search' button. The form below the search button includes a 'Title' field and two input fields for 'First name' and 'Last name'.

DB – select ETD. **Type** – select the type of your document:
Bachelor work / Master thesis. Press on the *Continue* button.

1.



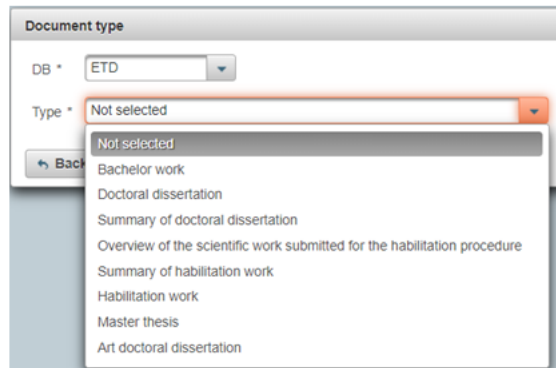
Document type

DB * Not selected

← Back

Not selected
ETD
PDB

2.



Document type

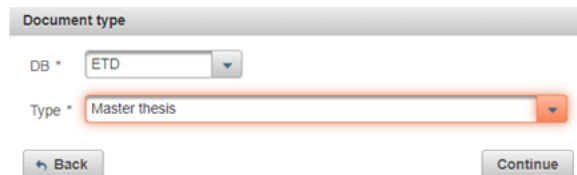
DB * ETD

Type * Not selected

← Back

Not selected
Bachelor work
Doctoral dissertation
Summary of doctoral dissertation
Overview of the scientific work submitted for the habilitation procedure
Summary of habilitation work
Habilitation work
Master thesis
Art doctoral dissertation

3.



Document type

DB * ETD

Type * Master thesis

← Back

Continue

Enter the metadata in five steps.

Step 1 Step 2 Step 3 Step 4 Step 5

Common data

DB * ETD ▼

Type * Bachelor work ▼

Institution of metadata creator Kaunas University of Technology

Step 1

Document language – select the language of the document (English is selected by default).

Click on the button **Add field of science / art** to select the field of science / art that corresponds to the topic of your Final Degree Project.

The screenshot shows a multi-step form with five tabs: Step 1, Step 2, Step 3, Step 4, and Step 5. Step 1 is active. The form is divided into three sections: Common data, Scientific fields, and Studies fields. In the Common data section, the 'Document language' dropdown is set to 'English' and is highlighted with an orange arrow. A red text annotation 'Your data will appear here' is placed above the 'Add field of science / art' button in the Scientific fields section, with an orange arrow pointing to it. Another orange arrow points to the 'Add studies field' button in the Studies fields section. At the bottom right, an orange arrow points to the 'Continue' button.

Step 1 Step 2 Step 3 Step 4 Step 5

Common data

DB * ETD

Type * Bachelor work

Institution of metadata creator Kaunas University of Technology

Department of metadata creator * | Select

Date of creation of the metadata 2021

Date of confirmation

Creator of metadata

Document language English

Scientific fields

*Enter at least one field of science / art

Code	Title	Type	Actions
Empty			

+ Add field of science / art

Studies fields

Enter at least one studies field

Code	Title	Type	Actions
Empty			

+ Add studies field

→ Continue

The list of **scientific fields** may be expanded by clicking on the **Add field of science / art** button. You may search for the field by its name or code or select it from the list by using the arrows.

Title	<input type="text"/>
Code	<input type="text"/>
Valid	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="button" value="Search"/> <input type="button" value="Clear"/>

▼ <i>Natural, technological, medical and health, agricultura...</i>	NTMA			
▶ Natural sciences	N 000			<input type="button" value="o"/>
▶ Medical and health sciences	M 000			<input type="button" value="o"/>
▼ Technological sciences	T 000			<input type="button" value="o"/>
▶ Environmental engineering	T 004			<input type="button" value="o"/>
▶ Chemical engineering	T 005			<input type="button" value="o"/>
▶ Electrical and electronic engineering	T 001			<input type="button" value="o"/>
▶ Energy and thermoengineering	T 006			<input type="button" value="o"/>
▶ Informatics engineering	T 007			<input type="button" value="o"/>

Click on the button **Select studies field** to select the field of your studies.
The field of studies may be selected by using the search function or finding it on the list.

The screenshot shows a 'Select classifier' window. At the top, there is a search form with a 'Search' button. The form contains fields for 'Title', 'Code', and 'Valid' (with 'Yes' and 'No' radio buttons). Below the search form is a table of scientific fields. The 'Environmental engineering' row is highlighted with an orange box, and an orange arrow points to the selection button in the right column of that row.

▶ Computer science	B			
▶ Creative arts and design	P			
▶ Creative arts and design	Ms			
▶ Educational sciences	M			
▼ Engineering sciences	E			
Aerospace engineering	E14			<input type="radio"/>
Environmental engineering	E03			<input type="radio"/>
Bioengineering	E02			<input type="radio"/>
Chemical engineering	E11			<input type="radio"/>
Electronic engineering	E09			<input type="radio"/>

Click on the *Continue* button when you have selected scientific field(s) and field(s) of studies.

Step 2

Title, summary and keywords must be entered in two languages (English and Lithuanian). The first language is the language of the document.

Click on the **Add** button and enter the data.

Choose the language: English (if your FP is in English).

Title: enter the title of your FP.

Note: *The title should be in lower case letters except the first letter of the initial word and proper nouns.*

Summary: copy and paste in the summary of your FP (at least 3-4 sentences).

Keywords: 3 – 5 keywords should be in lowercase letters (except for proper nouns), separated by semicolons (;).

Click in the **Save** button.

Click on the **Add** button to enter the data in another language.

Repeat everything in **Lithuanian**.

Add business collaboration – optional field.

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

Title, summary, keywords

**The title, annotation and keywords must be in Lithuanian and English (lowercase)*

Title	Language	Annotation	Keywords	Actions
Empty				
<input type="button" value="+ Add"/>				

Authors

**Add at least one record*

Author	Institutions	Relationship Term	Actions
Empty			
<input type="button" value="+ Add authors"/>			

Recommendation: it is recommended to specify department as detailed as possible.

Business collaboration

Company name	Country	Comment	Actions
Empty			
<input type="button" value="+ Add business collaboration"/>			

Step 3

Scope: enter the number of pages (of the PDF file and letter p. (e.g. 90 p.)

Related sources: please disregard.

ETD additional fields: please disregard.

Work defended: tick the box.

Date of defense: select the date from the calendar.



Department: choose the department from the menu.

Other responsible persons

Click on **Add responsible person**

Add the names of the supervisor and the reviewer by searching the users in the database.

Defense committee: disregard and click on the **Continue** button.

Physical data											
Scope	<input type="text" value="90 p."/>										
Related sources											
<table border="1"><thead><tr><th>Source type</th><th>URI</th><th>Check date</th><th>Actions</th></tr></thead><tbody><tr><td colspan="4">Empty</td></tr></tbody></table>				Source type	URI	Check date	Actions	Empty			
Source type	URI	Check date	Actions								
Empty											
<input type="button" value="+ Add related source"/>											
ETD additional fields											
Work done at the institution *		<input type="text" value="Kaunas University of Technology"/>	<input type="button" value="Select"/>								
Work defense											
Work defended	<input checked="" type="checkbox"/>										
Equivalency examination	<input type="checkbox"/>										
Date of defence	<input type="text" value="2021-04-29"/>	<input type="button" value="📅"/>									
Department *		<input type="text" value="Faculty of Social Sciences, Arts and Humanities"/>	<input type="button" value="Select"/>								
Other responsible persons											
<table border="1"><thead><tr><th>First name, last name</th><th>E-mail</th><th>Responsibility</th><th>Actions</th></tr></thead><tbody><tr><td colspan="4">Empty</td></tr></tbody></table>				First name, last name	E-mail	Responsibility	Actions	Empty			
First name, last name	E-mail	Responsibility	Actions								
Empty											
<input type="button" value="+ Add responsible person"/>											
Defense committee		<input type="text" value="Not selected"/>	<input type="button" value="Select"/>								
<input type="button" value="← Back"/>		<input type="button" value="→ Continue"/>									

Step 4

Main file – upload your Final Project as a PDF file;

Attachments – optional.

Important: Student is responsible for uploading the final version of the Final Project.

The access status should be selected according to the evaluation your FP has received.

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

Attached files

Main file * BP šablonas LT 2019.pdf


Publication version Authors manuscript

Title	Comment	Actions
Empty		

Attachments

Access status * Public

- Not selected
- Public**
- Limited to institution intranet
- Unavailable



The access status to the Final Degree Project on eLABa repository should be selected in accordance with the evaluation:

1. Bachelor and professional studies: FPs graded 9 or 10 – **Limited to institution intranet**, embargo period – 99 years. The Project will be accessible to the University community only;
2. Bachelor and professional studies: FPs graded 5, 6, 7 or 8 – **Unavailable**, embargo period – 99 years;
3. Master's projects: FPs graded 9 or 10 – **Public**. The choice of access status may be **Limited to institution intranet** or **Unavailable**. In this case the maximum embargo period is 2 years and the Project becomes **public**;
4. Master's projects: FPs graded 7 or 8 – **Limited to institution intranet**, embargo period – 99 years. The Project will be accessible to the University community only;
5. Master's projects: FPs graded 5 or 6 – **Unavailable**, embargo period – 99 years;
6. FPs that are referred to as confidential according to the institutional regulations have access status **Unavailable** with embargo period of 99 years. The author fills in the "Notes for the document" section: CONFIDENTIAL.

If the Final Degree Project contains confidential information

The student prepares two versions of the final project: the first one with the full-text FP and the second one with the partial FP.

Student should upload the partial FP to the eLABa repository. At the top right corner of the title page of the final thesis, the student adds a note: "CONFIDENTIAL. This final project is not published because it uses confidential data. Revision and / or publication without the consent of the author of the final thesis and the representative of the company as the owner of the project data is prohibited." In the partial FP, the section containing the confidential information must be deleted. Deleted parts are marked with the following note: "This part is not published for reasons of confidentiality." Parts that are based on information from other authors or literature may not be removed from the FP.

The student specifies the embargo period in the "Access status" section: "Unavailable" for 99 years". The student writes in the "Notes for the document" section: "CONFIDENTIAL. This final project is not published because it uses confidential data. Revision and / or publication without the consent of the author of the final project and the representative of the company as the owner of the project data is prohibited."

Step 5


To sign the **Licence Agreement** (Electronic), download and read the Agreement. Sign the Agreement by confirming that the data on it are correct (tick the box). Action **Submit to the librarian to confirm** will appear at the bottom. Then click on the **Save** button.

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](#)

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							

Non-public files

Name	Comment	Actions
Empty		

Non-public files

[+ Add non-public file](#)

Status

Status **Author entering**


Notes for the document

Actions

Possible actions

Save data without changing the status of the document

Delete



Librarians no later than within 3 days after the file has been uploaded, check the file and metadata on the eLABa repository, correct them, if necessary contact the author about the changes, and confirm that the FP has been successfully uploaded. **The student's settlement with the Library will be recorded on the Academic Information System.**