Go to eLABa website at [www.elaba.lt](http://www.elaba.lt)

Select a reference **Submit to repository**
Select your institution:  
**Kaunas University of Technology**  

Then sign in with your KTU single Sign-On account
Uploading the final theses

1. Select the document type
2. Choose the database (ETD)
3. Select the document type (Bachelor work)

Continue
Uploading the final theses

Select **New document** - you will open a window for entering the data about your project.

Lithuanian Academic Electronic Library Repository
Uploading the final theses

The data will be entered in **5 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
- **Department of metadata creator**: Faculty of Mechanical Engineering and Design
- **Date of creation of the metadata**: 2018-12-06 08:21
- **Creator of metadata**: [User]
- **Document language**: English
Step 1

- **DB** - select ETD.


Check the information filled in fields: **Institution of metadata creator**, **Department of metadata creator**, **Creator of metadata**.

If the data is not correct, please contact by e-mail edita.razanskaite@ktu.lt.

- **Document language** - Lithuanian language is filled automatically, please select, if your document is in another language.

To see how everything looks on eLABa website, please see previous slide.
**Scientific fields** - enter at least one field and area of studies which corresponds the theme and problem of thesis.

If your thesis corresponds with more fields and areas, you can add them. **Select Scientific fields.**
In this window you can search for **scientific classification** applying several criteria - **title, code and validity** or select the right criteria from the list.
You can expand the **list of scientific field and area** with a help of this button.

<table>
<thead>
<tr>
<th>Title</th>
<th>Code</th>
<th>Valid from</th>
<th>Valid until</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities and social sciences</td>
<td>HS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanitarian studies</td>
<td>H000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social sciences</td>
<td>S000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If you mark the right criteria, and press this button, it will be entered automatically.

Example: select research field, e.g. “Educational science“. Research area, e.g., “Humanities and social sciences > Social sciences“ will be selected automatically.

Note: invalid classification criteria are in brighter color. They can be selected in that case, when a document, defended few years ago is being submitted.

You can eliminate research classification criteria by pressing this button.

Then press the button Continue.
Step 2

Title, annotation, keywords should be written in **English and in Lithuanian** (lowercase).

If the document is in another language (not Lithuanian or English) data should be entered in three languages: original language, e.g., German, Lithuanian and English. Language in which document is written, must be the first.

Press the button **Add** and fill proper data.

Press the button **Confirm** and the data will be saved.

---

**Title, summary, keywords**

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Language</th>
<th>Annotation</th>
<th>Keywords</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Object detection algorithms analysis and implementation for augmented reality system</td>
<td>English</td>
<td>Object detection is the initia...</td>
<td>object detection; augmented reality; Canny edge detection; Sobel edge detection; blob detection</td>
<td></td>
</tr>
<tr>
<td>Objectų aptikimo algoritmai, jų analizė ir pritaikymas papildytosios realybės sistemoje</td>
<td>Lithuanian</td>
<td>Objektų aptikimas yra pagrindi...</td>
<td>objectų aptikimas; papidytoji realybė; Sobel ribų algoritmas; Canny ribų algoritmas; sričių aptikimas</td>
<td></td>
</tr>
</tbody>
</table>
Titles should be written in lowercase letters (except the first word and proper names).

Keywords should be written in lowercase letters, separated by semicolon.

With the help of buttons you can:
- to shape up titles of ETD document in the right order;
- to review the entered data;
- to edit;
- to eliminate.
Authors - some data (name, second name, institution) are entered automatically.

You can review the entered data.

or edit it.
Please specify your subdivision: Press the button **Edit** and if you notice, that the subdivision isn’t selected, press the button **Select** in the field **Subdivision**.
If you can’t find it on the list, mark All departments and select it from the list provided.

<table>
<thead>
<tr>
<th>Title</th>
<th>Code</th>
<th>Valid from</th>
<th>Valid until</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Mechanical Engineering and Design</td>
<td>11</td>
<td>2014-01-01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of the Vice-Rector for Studies</td>
<td>SP</td>
<td>2016-10-01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>SP90</td>
<td>2016-10-01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If the project has been written by several authors, add more authors by pressing the button Add an author.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter the author’s name and perform a search. Select the right author and press this button.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collaboration with business - is optional.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If necessary, enter company’s name and select a country.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Then press the button Continue.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 3

- Physical data (scope) - enter the number of pages in PDF file, e.g. 85 p.
- ETD additional fields - do not fill.
Step 3

Thesis Defence:
Date of defence - enter or select from calendar defence date of your project.
**Subdivision** – press the button **Select**, find and select the department, where the thesis will be defended. If you cannot find the right department, mark **All subdivisions** and select it from the list.
Step 3

- **Work defended** - insert a check mark, if you are registering already defended thesis.

- **Equivalency examination** - insert a check mark, if you defended your thesis externally.

- **Other responsible persons** - select *supervisor and reviewer*: choose from users’ list. Other responsible persons are optional.
Step 3

Press the button Add responsible person and enter the second name - make a search from users’ (registered in eLABa system) list.

**Qualification** - select the right qualification, e.g. **Supervisor** and press **Confirm**.
Step 3

Defence commission - press the button **Select**.

Code - enter study program code, e.g. 61205M101, press the button Search and then press the button Continue.
## Step 4

### Attachments:

**The main document** - upload a **PDF** file of the thesis. Title pages, declaration of academic integrity, thesis and appendixes must be a **single PDF file**.

**Appendixes** - are optional. You may upload another files related to your project in various formats. In the **note field** (Pastabos dokumentui) you may describe how this file is related to the main document. Entire size of all uploaded files can’t exceed 200 MB. If you need to upload bigger files, ask a librarian.
**Access status** - specify access limitations for the uploaded file. You can select:

- **Public** - all uploaded files will be freely accessible by eLABa search system.
- **Limited to institution intranet** - all uploaded files will be accessible by computers from KTU network.
- **Unavailable** - all uploaded files will be inaccessible by eLABa search system, only metadata will be accessible.
In case you choose **Accessible only in the Intranet** or **Inaccessible**, a field **Valid until** appears. You must specify expiry date of accessibility.

After the expiry date (no more then 6 years), all uploaded files become **freely accessible in the Internet**.

You must consult your supervisor about access limitations and expiry date.
Note: if the final work includes confidential data, a longer embargo period may be selected. For this the student has to submit a written statement listing the reasons for extending the embargo period. The supervisor approves it and enters a note in eLABa that the work is confidential.

Press the button Continue.
License agreement with author - select a type of license agreement. Before confirming license agreement you must get acquainted with its content by pressing Download the terms of the license agreement.

Types of agreement:

Electronic - select, if the thesis was written by one author.
Written - select, if the thesis was written by more than one author.
Step 5

Status - you can see the **status** of the document and **notes for the document**, where you can add comments or other information, important for your supervisor or librarian.

Actions - select an action **Send to supervisor to confirm** and press **Save**.
The document is sent to your supervisor and when you open the section **My documents** on the first page, you can see metadata and **Status** of the document **Confirming by supervisor**.

**Note**: final projects must be submitted to eLABa not later than **5 working days** until defence.
The criteria for plagiarism detection:

- Duplicate text with other works is **15%** of the content or more, excluding duplications that are not instances of plagiarism: list of references, proper in-text references, quotes, general knowledge;

- Duplicate text with one single source is **5%** of the content or more, excluding duplications that are not instances of plagiarism: list of references, proper in-text references, quotes, general knowledge;
The criteria for plagiarism detection

- If a case of plagiarism is detected, the supervisor notifies the defence committee about it. The committee confirms or rejects this case.

- In case of rejection, the committee informs the supervisor that the thesis may be defended.

- In case of confirmed plagiarism the thesis may not be defended. The defence committee informs the repository manager who removes the thesis from eLABa repository.
Actions after supervisor’s check for plagiarism

When supervisor has checked the thesis for plagiarism, student receives an e-mail message.

If the e-mail message says that a **License Agreement should be signed**:

*Laba diena,*
*pranešame, jog jums reikia pasirašyti savo į eLABa įkelto dokumento "Title of Master Thesis" licencinę sutartį. Dokumentą "Title of Master Thesis" galite peržiūrėti pasinaudodami šia nuoroda.*

Login to the eLABa repository and confirm that the data in the License Agreement is correct (inserts a check mark). Then change the status of the thesis: **To be defended** and press **Save**.
Actions after supervisor’s check for plagiarism

At first, author connects to this reference [this link](#) and opens the document with a help of **Edit** button (pencil).

<table>
<thead>
<tr>
<th>No.</th>
<th>Author</th>
<th>Title</th>
<th>Source</th>
<th>Type of publication</th>
<th>Year</th>
<th>Modified</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Master thesis</td>
<td></td>
<td></td>
<td>2019</td>
<td>2018-12-10 11:15</td>
<td>Author signing</td>
<td><strong>Edit</strong> (pencil)</td>
</tr>
</tbody>
</table>
At the bottom of the record *License agreement with the author* author inserts a check mark at *I confirm that the data provided in the licence agreement is correct (author)*.
Actions after supervisor’s check for plagiarism

Next step – **Actions** author selects and checks **Mark to defense** and **Save**.

**Possible actions**
- Save data without changing the status of the document
- Mark for defense
- Save

**Status** **Defending** appears.
Actions after supervisor’s check for plagiarism

If the e-mail message indicates that the author **should revise the thesis**: login to the eLABa repository and revise the text according to the supervisor’s notes.

After corrections are made resubmit the thesis to the eLABa for supervisor’s confirmation.
After the defence librarian makes a check mark at **Work is defended** and checks the metadata and PDF file student receives an e-mail message.

If the e-mail message indicates that thesis was **confirmed** - your thesis have been successfully uploaded to eLABa system and it becomes available by Primo search gates in  [http://elaba.lvb.lt](http://elaba.lvb.lt)
Actions after the defence

- If the e-mail message indicates that the author should revise the thesis: login to the eLABa repository and revise the text according to the librarian’s notes.

- **Note**: before correcting mistakes author should remove check mark from License Agreement confirmation. Edit buttons appear in the record and the author can make corrections.

- After corrections are made, author indicates check mark at License Agreement confirmation and changes the status of the thesis: To be confirmed by librarian.
Registered user of eLABa system can review his own data.

The user can review his personal data, scientific degrees, information about studies.

The user can edit his phone number and e-mail address.

If other data isn’t correct, questions are welcome by e-mail edita.razanskaite@ktu.lt.
If you have any question regarding eLABa repository, contact us via email edita.razanskaite@ktu.lt or tel. 8 37 300652.

See http://ktu.edu/lt/biblioteka section Uploading Theses and Doctoral Dissertations.
Thank you for your attention