

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.

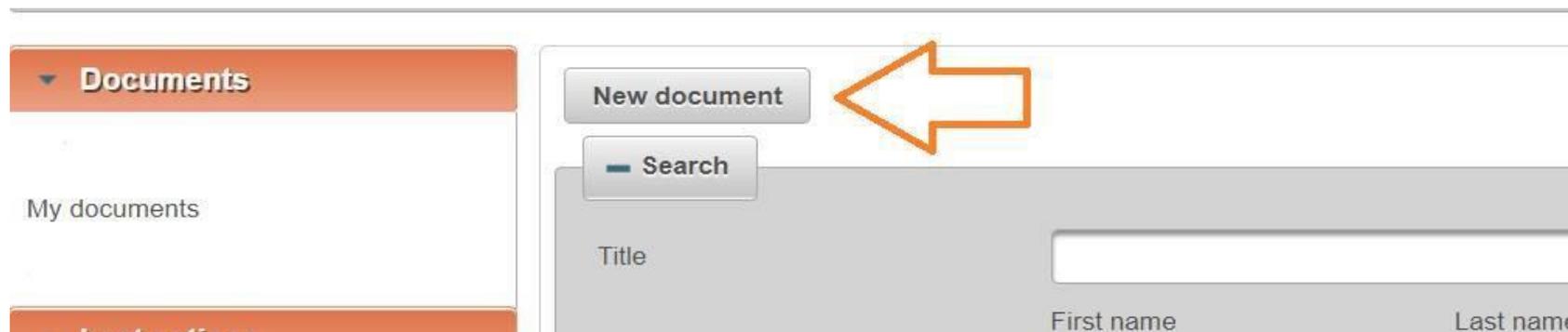
Access the eLABa repository at <https://www.elaba.lt> and select *Submit to repository*.

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.

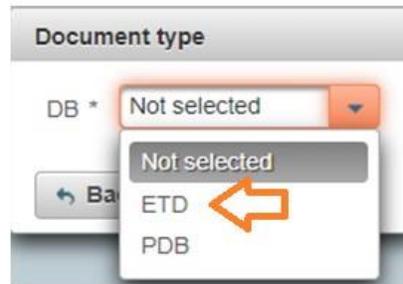


The screenshot shows the eLABa repository interface. On the left, there is a sidebar with a 'Documents' menu and 'My documents' section. The main area contains a 'New document' button, a 'Search' button, and a search form with fields for 'Title', 'First name', and 'Last name'. An orange arrow points to the 'New document' button.

DB – select ETD.

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

1.



Document type

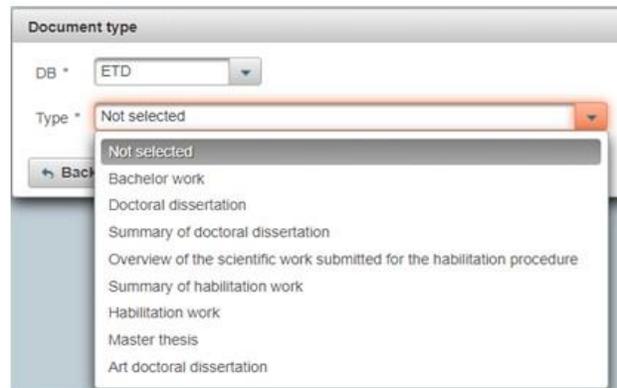
DB * Not selected

Not selected

ETD

PDB

2.



Document type

DB * ETD

Type * Not selected

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

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ETD ▼

Bachelor work ▼

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.

Sustainable development goals: please disregard.

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- **Your data will appear here**

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. Choose the **weight** 100% from the expanding list for the selected Scientific field.

Title

Code

Valid Yes No

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

Scientific fields of document

**Enter at least one field of science / art*

Code	Title	Weight (%)	Type	Actions
T 004	Natural, technological, medical and health, agricultural sciences > Technological sciences > Environmental engineering	100 ▼	Scientific direction	<input type="button" value="🗑"/>



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.

Select classifier

Search

Title

Code

Valid Yes No

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

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.

The screenshot shows a multi-step web form. At the top, there is a dropdown menu and a progress bar with five steps: Step 1, Step 2 (highlighted), Step 3, Step 4, and Step 5. Below the progress bar, the form is divided into three main sections:

- Title, summary, keywords:** This section has a header bar with the text "Title, summary, keywords". Below it is a note: "*The title, annotation and keywords must be in Lithuanian and English (lowercase)". A table with five columns (Title, Language, Annotation, Keywords, Actions) is shown, with the first row containing the word "Empty". Below the table is a "+ Add" button, which is pointed to by an orange arrow.
- Authors:** This section has a header bar with the text "Authors". Below it is a note: "*Add at least one record". A table with four columns (Author, Institutions, Relationship Term, Actions) is shown, with the first row containing the word "Empty". Below the table is a "+ Add authors" button, which is pointed to by an orange arrow. Below this section is a recommendation: "Recommendation: it is recommended to specify department as detailed as possible."
- Business collaboration:** This section has a header bar with the text "Business collaboration". Below it is a table with four columns (Company name, Country, Comment, Actions), with the first row containing the word "Empty". Below the table is a "+ Add business collaboration" button.

At the bottom of the form, there are two buttons: a "+ Back" button on the left and a "+ Continue" button on the right, which is pointed to by an orange arrow.

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			
Source type	URI	Check date	Actions
Empty			
<input type="button" value="+ Add related source"/>			
ETD additional fields			
Work done at the institution *	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 *	Faculty of Social Sciences, Arts and Humanities	<input type="button" value="Select"/>	
Other responsible persons			
First name, last name	E-mail	Responsibility	Actions
Empty			
<input type="button" value="+ Add responsible person"/>			
Defense committee	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 [Download](#)

Publication version Authors manuscript

Title	Comment	Actions
Empty		

Attachments

Access status *

- 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

[Save](#) 

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.**