

## eLABa REPOSITORY USER GUIDE

NOTE: Final projects must be submitted to eLABa not later than 5 working days before the defence.

### LOGIN

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

Select a reference [Deposit to eLABa](#)

Select your institution: [Kauno technologijos universitetas](#),

Sign in with your KTU Single Sign-On account

### UPLOADING THE FINAL THESES

Select [New document](#) (*Naujas dokumentas*) – a new window to enter the data about your project will open. The process of your final thesis submission has begun.

The data will be entered in 5 steps.


#### Step 1 (Žingsnis 1)

In the field DB – select ETD.


[Type](#) (*Tipas*) – select the type of the document you are uploading: bachelor thesis (bakalauro darbas), master thesis (magistro darbas).


Check the information filled in fields: [Institution](#) (*Aprašo kūrėjo institucija*), [Department](#) (*Aprašo kūrėjo padalinys*), [User information](#) (*Aprašą sukūręs naudotojas*). If you need need to correct your name or surname, please contact a librarian by email [asta.citaviciene@ktu.lt](mailto:asta.citaviciene@ktu.lt).

[Language of the document](#) (*Dokumento kalba*) – Lithuanian language is filled automatically, please select a different language, if your document is in another language, e.g. [English](#) (*Angly*)

[Research fields and areas](#) (*Mokslo kryptys ir sritys*) – Select at least one field and area of studies which corresponds to the theme and problem of your thesis. If your thesis involves more fields and areas, you can add them. For this purpose select [Add field, area of studies](#) (*Pridėti mokslo kryptį, sritį*). You can expand the List of research field and area with a help of this button  .

In this window you can search for research classification applying several criteria – title, code and validity or select the right criteria from the list.

If you mark the right criteria, and press this button  , it will be entered automatically.

You can eliminate research classification criteria by pressing this button  .

Then Press the button [Continue](#) (*Tęsti*).

#### Step 2 (Žingsnis 2)

Title, annotation and keywords should be written in English and in Lithuanian (lowercase letters). If the document is in a language other than Lithuanian or English, the data should be entered in three languages. The language of the document must be the first.

Press the button [Add](#) (*Pridėti*) and fill proper data.

In the field [Language](#) (*Kalba*), please select the language you are filling these fields.

[Title](#) (*Antraštė*) should be written in lowercase letters (except the first word and proper names).

[Annotation](#) (*Anotacija*) - enter or copy the summary or part of it from your thesis





[Keywords](#) (*Reikšminiai žodžiai*): 3 to 5 keywords should be written in lowercase letters, separated by semicolons.

Press the button [Confirm](#) (*Patvirtinti*) and the data will be saved.

Please pay attention! Data should be filled in both English and Lithuanian languages.

eLABa offers these editing tools.

With the help of buttons you can:

-  – to change the order of ETD document titles;
-  – to review the entered data;
-  – to edit ;
-  – to eliminate.

Author (*Autorius*) - some data (name, surname, institution) are entered automatically. If the final thesis you are uploading has several authors, add more authors by pressing Add an author (*Pridėti autorių*). Then in the opened window, perform search by author's surname and choose from the list provided.

Check carefully if the information about an author (email address) is correct. In addition, make sure that author's affiliation is indicated correctly. If necessary, change it by pressing the button Select (*Pasirinkti*) in the row Department (*Padalinys*). If you don't see the department you need, select All departments (*Visi padaliniai*) and a new list will be provided.

If you wrote your thesis in cooperation with business, in the field Collaboration with business (*Bendradarbiavimas su verslu*) indicate the name and country of the company. If there was no co-operation with the business sector, leave this field empty.

Then press the button Continue (*Tęsti*).

### Step 3 (Žingsnis 3)

In field Volume (*Apimtis*) enter the number of pages in the PDF file, e.g. 53 p.

Then skip ETD additional fields (*ETD papildomi laukai*).

Fill in your defence date in the field Thesis defence (*Darbo gynimas*) in the row Date of defence (*Gynimo data*). You can enter it manually or select from the calendar.

Department (*Padalinys*) – press the button Select (*Pasirinkti*), then find and choose the department, where the defense will be held.

Skip fields Thesis defended (*Darbas apgintas*), External defence (*Gynimas eksternu*).

In the field Other responsible persons (*Kiti atsakingi asmenys*) indicate your supervisor and reviewer. Press Add responsible person (*Pridėti atsakingą asmenį*), then in the first search box field type in the surname of the person you are looking for and choose from the list provided. In the lowest row of a new window Description (*Apibūdinimas*) choose supervisor or reviewer. Also make sure that the email addresses are indicated correctly.

Defence committee (*Gynimo komisija*) – specify your defence committee. Press Select (*Pasirinkti*) and choose from the list provided. You can also use the search box at the top of the window. You can find your defence committee by entering your study program code and year, e.g. 621H30001-2017 or the degree you will be granted.

Then Press the button Continue (*Tęsti*).

### Step 4 (Žingsnis 4)

In this step you will start uploading the necessary files.

Main file (*Pagrindinis failas*) – upload a PDF file of the thesis. Title pages, declaration of academic integrity, thesis and appendixes must be in a single PDF file.

The PDF you are uploading should be the same as the printed version of your thesis.

Attention – the PDF file can not be uploaded the second time. If you need to change it, please contact our staff by email.

Appendixes (Priedai) – are optional. You may upload other files related to your project in various formats. In the note field you can describe the relation of this file to the main document.

Access conditions (Prieigos sąlygos) – specify access limitations for the uploaded file by selecting:

Freely accessible in the Internet (Laisvai prieinamas internete) – all uploaded files will be freely accessible by eLABa search system.

Accessible only in the Intranet (Prieinamas tik institucijos intranete) – all uploaded files will be accessible via computers from KTU network.

Inaccessible (Neprieinamas) – all uploaded files will be inaccessible via eLABa search system, only metadata will be accessible.

If you choose Accessible only in the Intranet or Inaccessible, the field Valid until (Galioja iki) appears.

You must specify the expiry date of accessibility.

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

You must consult your supervisor about access limitations and expiry date in advance.

Then press Continue (Tęsti).

### **Step 5 (Žingsnis 5)**

Author Licence Agreement (Licencinės sutartys su autoriumi) – select the type of License Agreement.

Before confirming License Agreement you must get acquainted with its content by pressing Download license agreement.

Types of agreement:

Electronic (Elektroninė) – select, if the thesis was written by one author.

Written (Rašytinė) – select, if the thesis was written by more than one author.

Status (Būsena) – you can see the status of the document and note field (Pastabos dokumentui), where you can add comments or other information, important for your supervisor or librarian who will confirm your data later on eLABa.

Actions (Veiksmai) – select an action Forward to supervisor (Perduoti darbo vadovui).


Then press Save (Išsaugoti). Otherwise document will be saved as a draft and will not reach your supervisor.

The document is sent to your supervisor when you open the section My documents (Mano dokumentai) on the first page, you can see the metadata and status of the document Under supervisor's confirmation (Darbo vadovo tvirtinamas).

### **Actions after supervisor's check for plagiarism**

When your supervisor has checked the thesis for plagiarism, you will receive an e-mail message asking you to login to the eLABa repository and if the e-mail message says that the author should revise the thesis (grąžintas autoriui patikslinti).

You should:

In the main page of your eLABa account My documents (Mano dokumentai) click on the editing tool . Go to the box Notes (Pastabos dokumentui). There you will be able to see notes left for you.

Correct the mistakes. After corrections are made, change the status of the thesis: Forward to supervisor (*Perduoti darbo vadovui*) and press Save (*Išsaugoti*).

If the e-mail message says that a Licence Agreement should be signed,

You should click on editing tool in section My documents (*Mano dokumentai*) in the main page of your eLABa account. Go to the box Author licence agreement (*Licencinés sutartys su autoriumi*) and confirm that the data provided in the Licence Agreement are correct (insert a tick);

Then change the status of the thesis: Forward to defence (*Perduoti gynimui*) and press Save (*Išsaugoti*). In the main page status of the document should be changed to Is defended (*Ginamas*).

### **Actions after the defence**

After the defence you will receive an e-mail message, asking you to login to the eLABa repository and if the e-mail message indicates that the author should revise the thesis, in main page of your eLABa account My documents (*Mano dokumentai*) you should click to review the entered data. Then at the bottom of the record in the box Author licence agreement (*Licencinés sutartys su autoriumi*) remove the tick symbol. Now you should be able to edit the document.

Go to box Notes (*Pastabos dokumentui*), there you will be able to see notes left for you.

Correct the mistakes. After corrections are made, go back and indicate by a tick symbol in the box at Author Licence Agreement (*Licencinés sutartys su autoriumi*). Change the status of the thesis: Forward to librarian (*Perduoti bibliotekos darbuotojui tvirtinti*) and press Save (*Išsaugoti*).

If the e-mail message says that the thesis is confirmed, it means you have successfully uploaded your final thesis to the eLABa system.

You can find additional information in the website of the Library under “Uploading theses and doctoral dissertations” and also “Training”.

If you have any questions please contact us by email or telephone [asta.citaviciene@ktu.lt](mailto:asta.citaviciene@ktu.lt) 837 300652.