

(DRAFT)

**REGULATION OF THE INFORMATION SYSTEM OF ELECTRONIC DOCUMENTS
OF KAUNAS UNIVERSITY OF TECHNOLOGY MASTER'S FINAL PAPERS,
DOCTORAL DISSERTATIONS AND THEIR SUMMARIES**

1. GENERAL PROVISIONS

- 1.1. Regulation of the Information System of Electronic Documents of the Final Papers of the master's students, doctoral dissertations and their summaries (hereinafter – Regulation) sets forth the storage goals of electronic documents (hereinafter – ETD) of the final papers of the students of Kaunas University of Technology (hereinafter – KTU), doctoral dissertations and their summaries (hereinafter – Works), the procedure of the presentation of electronic documents to the information system (hereinafter – IS), usage of the data stored in the IS, and the management of the IS.
- 1.2. Regulation and its changes are approved by the order of the rector.
- 1.3. Rector, taking into consideration the recommendations of the deans of faculties, determines the scope of the presentation of the Works of the alumni of the faculties and young doctors.
- 1.4. Office of Academic Affairs carries out the selection of ETD's of KTU doctoral dissertations and their summaries for the KTU ETD IS.
- 1.5. The creation and financing of KTU ETD IS are associated with the development of the subprogram "Lithuanian Network of Academic Libraries" of the program "Information Technologies for Science and Studies 2001-2006 (ITMiS)", and with the creation of the Lithuanian ETD IS.
- 1.6. Lithuanian ETD IS storage is used for the accumulation of KTU ETD IS data.
- 1.7. KTU library, together with KTU Information Technologies Implementation Centre (hereinafter – ITDC) and faculties, organize training, and provide consultations on various KTU ETD IS issues.

2. GOALS OF KTU ETD IS

- 2.1. Improvement of the quality of Works by providing the possibility to evaluate them within international dimension.
- 2.2. Enrichment of Works with international experience by using the ETD IS information of other countries.
- 2.3. Increase of the accessibility of the scientific research results and the Works to the public.
- 2.4. Appliance of results of researches to the complement and renewal of the degree programmes.
- 2.5. Reduction of the possibilities of plagiarism in preparing the Works.
- 2.6. Encouragement of KTU master's and doctoral students (hereinafter – Students) to prepare Works by using the technologies of multimedia and hyper-multimedia.
- 2.7. Creation of more favourable conditions for KTU Students to use the advantages of electronic libraries and electronic publishing.

3. DATA AND THEIR FORMATS OF KTU ETD IS

- 3.1. ETD of Works and metadata about ETD are accumulated in KTU ETD IS.
- 3.2. Special program SUBMIT is used for putting the ETD and metadata into KTU ETD IS.

3.3. The following should be stored in KTU ETD IS for each Work:

3.3.1. Prepared ETD of the Work for long term storage in one of the listed formats:

- Microsoft Word (version 2000 or higher),
- StarOffice (version 7.0 or higher) Writer,
- OpenOffice.org (version 1.1 or higher) Writer,
- Mathcad (version 11 or higher).

3.3.2. Prepared ETD of the Work for the full-text presentation in the internet or in KTU intranet in Adobe Acrobat (version 5.0 or higher) format.

3.3.3. Records of metadata about ETDs (hereinafter – metadata) in ETD-MS and UNIMARC/bibliographic formats, are formed by SUBMIT program for the search of ETD's.

3.4. Appendixes of the Work can be stored together with the ETD in KTU ETD IS.

4. STATUSES OF ETD ACCESS

4.1. ETD must be stored in one of the access statuses:

4.1.1. ETD is freely accessible in internet and KTU intranet.

4.1.2. ETD is freely accessible in KTU intranet, and it is accessible in internet after a certain date, or it is not accessible in internet.

4.1.3. Only ETD metadata is freely accessible in internet.

4.2. ETD access status is determined by the public defence commission or council, taking into consideration the opinion of the ETD author.

4.3. Public defence commission or council and the Office of Academic Affairs are given the right to prohibit putting the ETD of the Work into KTU ETD IS.

5. ENTERING DATA INTO AND USAGE OF KTU ETD IS

5.1. Departments authorized by the KTU rector and Office of Academic Affairs present to ITDC the lists of Students, which will place their ETDs of the Works into KTU ETD IS. Format of the lists is defined by ITDC.

5.2. KTU Student, using program SUBMIT, must put the ETD of the Work and metadata into KTU ETD IS within 3 days after the public defence and inform KTU library about that.

5.3. KTU library, using program SUBMIT, must check within 5 days the entered ETD metadata, correct mistakes found in them and record the feature of the end of recording of ETD data into KTU ETD IS (hereinafter – Feature).

5.4. Having determined the Feature, ETD and metadata become accessible with the approved access statuses and the metadata is transferred by OAI-PMH protocol into the cumulative catalogue of the global networked digital ETD library (*Networked Digital Library of Theses and Dissertations*, NDLTD).

5.5. Office of the faculty, using program SUBMIT, must check and confirm ETD access status and the Feature indicated in the master's student's grade book.

5.6. KTU Office of Academic Affairs, further to the motivated request of the author of the Work, has a right to change the set ETD access and Feature.

6. MANAGEMENT OF KTU ETD IS

6.1. The functions of the owner and manager of the metadata of KTU ETD IS are carried out by the KTU library.

6.2. The implementation, maintenance and renewal of the software, and data storage and

archiving of KTU ETD IS are carried out by ITDC.

6.3. Selection principles for the presentation of KTU ETD, specific and formal requirements, IS development guidelines are determined by the KTU ETD committee that reports to the rector (hereinafter – Committee).

6.4. Purposes of the Committee:

6.4.1. Presentation of the changes of the Regulation of KTU ETD IS to the rector for the approval and preparation of drafts of other normative documents related to the activities of KTU ETD IS.

6.4.2. Coordination of the creation of KTU ETD IS and carry out the implementation of the present Regulation.

6.5. The Committee consists of the representatives of the rector's office, Office of Academic Affairs, library, faculties, ITDC and the publishing office.

6.6. Composition of the Committee is published in the KTU webpage.

6.7. Work of the Committee is organized by the Chairman of the Committee.

6.8. Meetings of the Committee are called at the initiative of the chairman or at least two members of the Committee, and the notice about them should be given by e-mail at least three days in advance.

6.9. The meeting is considered to have taken place if there were at least two thirds of the Committee members present in it.

6.10. Decisions of the Committee are taken by the votes of approval of more than a half of the Committee members participating in the meeting.

6.11. Decisions may be taken by e-mail, if there were more than two thirds of the Committee members voting in favour of them.

6.12. Every year the Committee prepares and presents to the rector annual report about its activities.